



The Crossley Heath School

Head Teacher: Mr Dean Jones MA

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Mandarin Excellence Programme – Visit to Shanghai

30th June 2025

Dear Parent/Carer

This is the final letter you will receive from us regarding the above visit. Please read it carefully, and keep it in a safe place as you may need to refer to it before and during the visit.

We will depart school at the end of the day on Friday 4th July. In the morning students should come to school in non-uniform and bring their luggage with them to the sports hall where it will be stored securely during the day. Student should then attend their lessons as normal until 2:15 (period 5) where they should go to the Old Boys' Gym so that they can have some food provided by the school in advance of the long journey.

The group will return to school at **approximately 22:00** on Tuesday 15th July. Arrangements will be made for pupils to telephone home to give an accurate arrival time once we leave Manchester. The coach will unload in the bus bays so please make sure that you do not park in such a way as to obstruct access for the coach.

Below is some key information you may find useful:

Flight Details

Friday 4th July

- Emirates 20 MAN (21:15) to DXB (07:25, on 5th July)
- Emirates 304 DXB (09:40) to PVG (22:20)

Tuesday 15th July

- Emirates 305 PVG (07:15) to DXB (12:05)
- Emirates 19 DXB (14:30) to MAN (19:15)

One suitcase (20kg) and one hand luggage (no liquids above 100ml) allowed

Address

Our host institution is:

Shanghai International Studies University

550 Dalian Road West

Shanghai

200083

The designated emergency contact at the university: Zhu Lijue – 0086 185 16117976

The emergency contact at the British Council in Shanghai is: David Wang – 0086 139 16665396

Communication

Students will be following an exciting but intensive cultural and linguistic programme when in China and will be busy for much of the day. The time in China is +7 hours from the UK and students' main blocks of 'down time' will be in the evening (early afternoon in the UK).

Mobile phone roaming can be very expensive in China and you should ensure that your son/daughter is aware of the potential costs and how to minimize these by, for example, switching off data roaming. Free WiFi will be available at our host institution and may be available in other public places.

We would also like to remind you that certain social media apps widely used in the UK may be blocked in China. Therefore, you may wish to consider alternatives such as Facetime or Teams. You may wish to consider obtaining an E-SIIM to reduce the cost of international usage.

The school also runs social media accounts and we will endeavor to post updates from China via these.

Mobile phone numbers of Crossley Heath staff

- 07793 270 167
- 07793 270 168

Emergency Telephone number in United Kingdom

- During School Hours: Debbie Gallimore: 01422 360272
- Out of school hours: Debbie Gallimore: 07983 432373

Please note that these numbers are given in confidence, must not be disclosed to third parties and must only be used in emergencies.

When contacting teachers or students in China, please remember that China is 7 hours ahead of the UK. The best time to speak to your son/daughter will be after 8pm in China (1pm in the UK).

Insurance details

An overview of the school's insurance policy was provided at the information meeting in June. You are entitled to take out your own policy if you so wish.

Visits and excursions in Shanghai

An up-to-date copy of the planned schedule will be provided to your son/daughter the day before departure. Please note, this is for indicative purposes only and subject to change.

Documentation

The school retains your son / daughter's passport (with visa) and these will be handed to students at the airport. Upon our return to the UK, students will retain their passports once they have passed through border control.

Any other original documents used for the visa application will be returned to you. Please contact Mrs Mir at the school to arrange collection.

Behaviour

Students on visits are representatives of Crossley Heath School, which enjoys an extremely good reputation with travel companies, coach companies and hotels in the UK and overseas. Impeccable behaviour is required from students at all times.

It is worth noting that pupils will not always be under the direct supervision of Crossley Heath School staff (though there will always be a staff presence in the vicinity). Students will be expected to remain in groups of at least three at all times.

All students and parents are required to sign the Code of Conduct for the visit and any student whose behaviour fails to meet our expectations will remain with staff on all excursions. Students may also be banned from taking part in any future school trips. In extreme cases a student may be sent back to the UK at parents' expense.

Courtesy

Students must endeavor to be polite at all times with our hosts and with members of the public. Students should smile and use Mandarin as much as possible. As advised at the information evening, we recommend that students bring a small gift which can be exchanged with our host students during the visit.

Health and Safety

In accordance with legal requirements, a full and detailed risk assessment has been carried out for this visit. Crossley Heath staff will do everything possible to ensure that there are no accidents involving students. It is very important that safety is in the mind of all participants at all times. Extreme care must be exercised when crossing roads. Crossings must be used when available.

Medicines

If your son or daughter needs to take any medication during the visit, please make sure appropriate amounts are packed. Please may I remind you to hand this to a member of staff labelled with student name, in its original packaging, with the dispensing script. Please have a conversation with your child regarding the use of paracetamol/antihistamines. Whilst we recognise some students this age are very used to self-administering, we ask that you stress the importance of not sharing any medication whatsoever and to always inform a member of staff if they need to take any so we can monitor a safe interval between doses.

Medical emergencies

In the event of a medical emergency concerning your son or daughter we will attempt to contact you immediately. The information you provided us as part of this trip will be used in such cases but if there has been any change or an update, please inform us immediately as hospitals will use this information as part of any emergency treatment.

Clothing and other equipment

Students must bring enough suitable clothing to last for the whole stay. It will be possible to wash some items while in China as self-service washing machines are available on site. Students They should bring appropriate amounts of bathroom items such as shampoo, soap and deodorant but do not need to bring a towel as these are provided. A full list of suggested items was provided in the information booklet shared at the information evening.

It is **not necessary to pack study materials** as these will be provided by the host institution but students should pack a blue/black pen in their hand luggage to facilitate completion of landing cards. Students will also be provided with an MEP T-shirt upon arrival in Shanghai.

Valuables

These must be kept to an absolute minimum, as losses and thefts do occur on school trips. Items such as wallets, purses and mobile phones must be kept out of sight. Portable gaming devices and other valuable items are all carried at your own risk and are not the responsibility of the Crossley Heath staff. Please ensure that any such items are covered by your own insurance.

Spending money

Students must bring sufficient money in Yuan/Renminbi to last them throughout the visit. Sterling may be required for incidental expenses whilst at Manchester.

How much local currency (Chinese Yuan / Renminbi) students bring is entirely up to you. Schools who visited Shanghai previously found that £100 was 'plenty' and £150 was 'more than enough'. Schools also said that in their experience some students spent excessively at their first opportunity, leaving little left over the remaining days. School staff are willing to look after reasonable amounts of money on behalf of students. Parents wishing to do this, should put the money in an envelope with the student's name and amount contained and hand this to accompanying staff who will then operate a 'pop up' bank for students to withdraw their money in small amounts whilst in China.

Purchases in China

Please make sure that your son or daughter understands the grave consequences of attempting to bring illegal items through customs. Certain items may be available for sale in China which must not be brought back into the UK. Please note that school staff are not allowed to bring any restricted items through customs on behalf of students.

Food and drink

Students are advised to bring some food and a drink for the outward journey, though meals will be provided on board the plane. Please note that students will not be able to take drinks with them beyond security at Manchester airport. All other meals, including packed lunches for excursions will be provided by the host institution.

If you have any further queries regarding the visit to China, please do not hesitate to contact us at the school.

Mrs Peers – trip leader