



Sutton Music Service  
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Friday, 7 July 2017

Dear Young Musicians, Parents/Carers

### **FINAL INFORMATION: Summer tour to Lisbon, 24-28 July 2017**

I am writing with final details about our summer tour to Lisbon, Portugal. Please read this letter **very** carefully, it contains a lot of important information – please contact us if you have any queries.

#### **Reminders**

- If you are yet to provide a copy of the identity/photograph page of your passport, please do so as soon as possible.
- Please notify us of any last minute changes to contact details or if there are recent changes to any medical information.

#### **Baggage restrictions**

It is **very** important that you carefully note the following baggage restrictions, which were also included in our last letter:

- Hold baggage – passengers are permitted to transport ONE item of baggage in the aircraft hold. This must measure no more than a total of 158 cm (height + length + width) and weigh no more than 23 kg. We suggest that this should be a suitcase/holdall containing all clothing, concert dress, music stand and toiletries.
- Hand baggage – passengers are permitted to carry on ONE item of hand baggage. This must measure no more than 55 cm x 40 cm x 20cm and weigh no more than 8 kg. Additionally, passengers are permitted to carry on ONE personal item with a maximum weight of 2 kg, such as a hand bag.
- Liquids and medication – any liquids to be carried in hand baggage must be in their own container of no more than 100ml. All liquids should be carried in a single, transparent, re-sealable bag of up to 20cm, with a total capacity of up to a litre. We advise bringing a copy of the prescription for any items of medication (including Epipens) that passengers may need to carry with them on the flight.

We strongly advise that musical instruments are not transported in the hold of the aircraft under any circumstances and suggest the following approach:

- Flutes, clarinets and oboes – these instruments can be carried on as hand baggage, perhaps packed within a rucksack with other items.
- Violins, violas, saxophones and trumpets – depending on the case, most instruments will fall within the permitted dimensions and weight to carry on as hand baggage, though you must check this well in advance of departure. Please bear in mind that your instrument is likely to make up the majority of your hand baggage allowance.



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- Cellos, bassoons, French horns, trombones, euphoniums and any other instruments that exceed the permitted dimensions and/or weight for hand baggage, can be transported in the Music Service van, which will accompany the tour.

### Instruments being transported on the van

If you have an instrument that needs to travel on the van, please confirm this with us as soon as possible. The van will depart for Lisbon on Saturday 22 July, ahead of the rest of the tour party.

- **All instruments to be transported on the van must be dropped off at the Music Service Offices at Gaynesford Lodge by 10.00am on (or before) Friday 21 July, to allow time to load the van. We'll be open until 8.00pm on Thursday 20 July to allow parents more time to drop off instruments.**

Please note that it will not be possible to leave instruments after the Summer Celebration concert on Wednesday 19 July – a lot of equipment will need to be transported back to Sutton after this event and there will not be room on the van for any additional items.

### Travel arrangements

We will depart on **Monday 24 July** from St Andrew's Church, Northey Avenue, Cheam – **please arrive by 6.30am** to allow time to register and load coaches. **We will need to leave promptly at 7.00am** travelling by coach to London Heathrow Airport for our onward flight to Lisbon. We will be met at Heathrow by a representative of our tour operators OneStage Specialist Concert Tours, who will help with check in and getting through security. We are flying with TAP Portugal airline on the 11.20am flight to Lisbon, flight number TP363.

We will be flying back with TAP Portugal airline on the 4.10pm flight to Heathrow, flight number TP 364, which arrives at 6.50pm. On arrival at Heathrow, we will be met by coaches to travel back to Sutton. Allowing time to get through passport control and baggage reclaim, we anticipate arriving at St Andrew's Church at around 9.00pm, but we will keep you posted on our progress.

We will be staying at the **Hotel Roma, Avenida de Roma 33, Alvalade, 1749-074 Lisbon, Portugal Tel: +351 21 793 2244** and will arrive at approximately 2.00pm on Monday 24 July. Please find a provisional schedule for the week below. Accommodation is on a bed and breakfast basis and an evening meal will be provided either at the hotel or local restaurants near our concert venues. Students must make their own arrangements for lunch and snacks/drinks through the day.

### Please bring

- Instrument and music stand
- Passport (& any visas if needed)
- European Health Insurance Card (check date)
- Currency – Euros (you may wish to bring a Prepaid Euro currency card)
- Concert dress – Tour T-shirt (provided free of charge on arrival in Portugal), black trousers/skirt/shorts, black shoes
- Fancy dress (this year's theme is 'Children's TV shows from when you were a child')
- Towel & swimwear
- Suncream/hat
- Waterproof jacket
- Euro travel plug
- Spare set of strings (string players) / spare reeds (woodwind players)

### Insurance

This tour is covered by the London Borough of Sutton School Journey Policy underwritten by Chubb Insurance, a summary of which is available on request. If you have your own instrument, please check that you have adequate insurance.



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**Conduct**

No person under the age of 18 should buy, attempt to buy or consume alcohol. Alcohol should not be stored or consumed in hotel bedrooms. No person under the age of 18 should buy cigarettes or smoke and smoking is not permitted on coaches, in hotels or concert venues. The possession or use of illegal substances will be taken very seriously. Members are expected to behave at all times in a way that puts neither themselves nor anyone else at risk. All behaviour should reflect and promote the good name of Sutton Music Service and the London Borough of Sutton. Sutton Music Service reserves the right to repatriate any participant whose behaviour is deemed to be unacceptable and that this repatriation would be at the expense of the participant/parents.

**Emergency contact**

In an emergency only, the group can be contacted by telephone:  
Lewis Gibbs +44 7779 667418 or Khadija Dero +44 7702 048288

If you have any concerns or questions regarding the tour, please contact Lewis Gibbs, Head of Music Service by telephone or email [lgibbs@suttonmail.org](mailto:lgibbs@suttonmail.org) for assistance.

Yours sincerely

Lewis Gibbs  
Head of Music Service  
2017 Tour leader



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## Lisbon 2017 tour itinerary

### Day 1 – Monday 24 July

Meet at St Andrew's Church at 6.45am to load coach and depart for airport, flying with TAP Portugal airline from London Heathrow to Lisbon. On arrival in Lisbon, we will travel to our hotel by coach. There will be some time to explore the surrounding area before our evening meal at the hotel. This will be followed by rehearsals for band and orchestra and our legendary fancy dress/entertainment evening (fancy dress theme 'Children's television from when you were a child').

### Day 2 – Tuesday 25 July

Breakfast at our hotel, followed by sightseeing in Lisbon. There will be guided tour of the Alfama, Lisbon's oldest and most picturesque quarter, taking in views of the Tagus river, and time to explore the heart of the city. We will then return to the hotel to collect instruments and concert dress before travelling by coach to Evora for our evening meal and first concert – the concert venue is the town square and a large audience is expected.



### Day 3 – Wednesday 26 July

Breakfast at our hotel, followed by a day on the beach at Caparica. We will then return to the hotel to collect instruments and concert dress before travelling by coach to Ruínas do Carmo in the centre of Lisbon for our evening meal and second concert – the concert venue is a partially ruined abbey that was damaged in an earthquake in 18<sup>th</sup> century, it's now a museum and a spectacular performance space!



### Day 4 – Thursday 27 July

Breakfast at our hotel, followed by a visit to one of the stunning, mountainous regions of Portugal. We will visit the Castelo dos Mouros and there will be time to explore the beautiful town of Sintra. We will then go on to Batalha for our evening meal and final concert – the concert venue is part of the impressive Batalha Monastery.



### Day 5 – Friday 28 July

After breakfast at our hotel, we'll need to check out of our rooms but can leave our luggage at the hotel. There will be time to buy last minute souvenirs in the area around the city's bull ring or to visit one of the football stadiums (Sporting Lisbon and Benfica's stadiums are near our hotel). After lunch, we will travel to the airport by coach, flying with TAP Portugal airline from Lisbon to London Heathrow. We will travel back to Sutton by coach, arriving at St Andrew's Church at approximately 9pm