

By Anne Martin



## Organising your own tour to China

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## Why organise your own tour ?

### Advantages

Design a programme to suit your students needs

Go at a time to suit you

Have total control over the programme

### Disadvantages

More work as you have to organise the tour

Is more expensive than going on a summer camp

You don't meet students and teachers from other schools

## Which travel company to choose

### A good travel agent is one who :

- Has wide experience of organising school groups to China ask them to put you in touch with other schools who have used them
- Has a range of programmes on offer
- Has interesting programmes
- Has a high level of service will get the visa, will organise briefings talk to them and get a feel for how helpful they are
- Has a reasonable price but look at what is included meals, visas, tours evening performances, guiding

## Choosing a programme

- Focus for the visit
- Length of tour
- Timing of tour
- Include highlights and a famous city, a school visit
- Include a less well known place – Luoyang, Suzhou, Pingyao
- Meals (for younger students all meals)
- Cost

## Who is going on the tour

### Students

age

number

only those who study Chinese or everyone

### Teachers

ratio of teachers to students

male/female

skills offered

temperament

knowledge of China

## Plan your tour

Do some research in your school at least a year in advance of the tour

Talk to students and teachers and get opinions

You decide which travel agent to use.

Finalise a programme, date and a cost with the agent

Talk to your classes and enthuse them

Get school approval to run the tour

Send out a letter to parents to get response to see who is interested

Put up posters

The more you can do at this stage

the more successful your tour will be

### Promote your tour and get bookings in

- Make a provisional booking with the travel agent
- Hold an evening to promote the tour invite the tour company rep, students and parents
- At the evening show a really good presentation of the tour
- Hand out the travel agent booking forms
- Give a deadline for booking form and deposits to be sent to you
- Put up posters advertising the tour and a count down of places left

### Book the tour and get prepared

- Collect booking forms and deposits and send to the travel agent
- Keep in regular contact with the travel agent
- Confirm bookings to parents and make deadline clear for final payment and cancellation conditions
- Organise visas with co-operation of the travel agent
- Book travel to the airport if using
- Keep in contact with parents

### Prepare students for the tour

- If visiting a school prepare a performance
- Brief students about the programme
- Set some project work about places to visit
- Have a final briefing for parents and students
- Behaviour contract for students to be signed by parent and student (example on next page)

#### Trinity School Drama and Mandarin Chinese Trip: Behaviour Contract

The fundamental principle is that school rules apply to pupils on expeditions away from school, whether during the term or in the holidays. (School Rules, para.2)

It is expected that all pupils will behave in a sensible manner that will not bring discredit on themselves or the school. Their behaviour in public places, on transport, in schools and the hotels is particularly important.

Any damage to property would also be regarded as a very serious offence. Those who fail to live up to the required standards of conduct can expect to be disciplined, which may involve exclusion from future trips.

Attention is drawn to the school rules on alcohol and tobacco which apply on all school trips. No items illegal in the UK are brought into the country. Boys must not take with them or purchase during the visit any inappropriate items, including those mentioned in the Health and Safety section of the School Rules.

#### The Contract:

Whilst on the trip I understand that I must follow the instructions of the school staff and tour guide, and:

In the hotel(s):

Go to bed when instructed.

Turn out my light at the agreed time.

Not enter other boys' rooms nor run in any corridor.

Make sensible use of the lifts and staircases.

Make myself aware of the Fire Regulations and assembly points.

Behave in a sensible and self-disciplined manner in all public areas, including the restaurant and lobby.

Not damage the room or take anything from the room.

In the Street:

Ensure I am always in sight of the member of staff allocated to my group.

Be aware of my surroundings (especially when crossing roads).

Keep my possessions with me at all times.

Keep my money in a safe place.

On Public transport, including the Sleeper train

I must be courteous to other passengers.

Remain in my allocated carriage/bedroom.

Ensure I know where my allocated member of staff is sleeping.

In the Performance Venues:

Respect and follow the customs of the school we are visiting.

Follow the instructions given by the venues staff.

In general:

I must ensure I am always on time.

I must ensure I understand meeting instructions.

I must treat all members of the group with respect.

I must set the highest standard of behaviour for a Trinity pupil.

Boy's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

### On the tour

- Establish a good relationship with the guides
- Brief students every day on the programme and expectations
- Make sure students enjoy the tour and learn
- Enforce behaviour contract

Have fun, stay safe and enjoy the tour yourself

### After the tour

- Evaluation for school and the travel company
- Student articles for the school newsletter and local paper
- Posters in school

Plan the next tour !!!

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## Case Study Easter 2013

### Trinity Drama Tour to China Beijing, Xian, Luoyang

31 March London– Beijing

1 April Beijing Tiananmen Square

2 April Beijing Forbidden City and New Science Museum.

3 April Beijing Trinity partner School Ritan High School. Learn handcraft making like paper cutting, opera mask making or calligraphy, Gongfu Show.

4 April Beijing-Xi'an Great Wall of China Summer Palace, overnight train to Xi'an.

5 April Xi'an Terra Cotta Warriors Afternoon visit to see a play.

6 April Xi'an-Luoyang City Wall, Big Wild Goose Pagoda, train to Luoyang.

7 April Luoyang Day exchange in a famous local middle school. Perform play and sports

8 April Luoyang/ShaoLin Temple Dragon Gate Grottoes, Shaolin Temple and Pagoda Forest.

9 April Zhengzhou-Beijing learn some martial arts drive to Zhengzhou and take a train back to Beijing.

10 April Transfer to Beijing airport for flight to London

## Case Study Easter 2013

### Trinity Drama Tour to China Beijing, Xian, Luoyang

Cost £1795.00

#### INCLUDED:

International economy class flights on Air China  
UK and local departure taxes  
Accommodation in 3\* hotels throughout sharing twin-bedded rooms with private facilities  
3 meals a day  
Services of our expert Chinese guides in each city in China  
A full programme of tours as specified each day  
All transfers and transportation between the cities as specified in the itinerary  
Chinese visa  
Full briefing information pack  
Tips for guides and drivers

#### Not included:

Insurance - it is a requirement that you have insurance for your holiday.  
Items of a personal nature (e.g. laundry, drinks, gifts)  
Single room supplement