



Parent & Student Handbook  
**Spain**  
Overseas Visit 2023  
COUNTY GROUPS

Lincolnshire  
**Music** Service

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**Thursday 20 July > Thursday 27 July**  
Lincolnshire Youth String Orchestra &  
Lincolnshire Youth Wind Orchestra

# Welcome

We've created this handbook so that everything you may need to know whilst we are away, is in one place.

It contains all the emergency contact details, together with helpful information regarding the journey, Spain and European travel in general together with a day-by-day itinerary.





# Lincolnshire Music Service Staff

The Tour Leader is Malcolm Duckels, however, in his absence, the responsibility of Tour Leader passes to Andrew Raine. In addition to the staff listed below, we will be meeting our Tour Manager, Julia Cabero, (provided by Specialised Travel Concert Touring) in Spain.

Malcolm Duckels  
Tour Leader/  
Orchestra  
Manager/First Aid

Rachel Hill  
Lower Strings  
Tutor

Andrew Raine  
Deputy Tour  
Leader/Woodwind  
Tutor/First Aid

Becky Brown  
Upper Strings  
Tutor/First Aid

Nigel Morley  
Conductor

Jack Swift  
Lower Brass Tutor

Alex Greenfield  
Conductor

Becky Bayes  
Woodwind Tutor

Sarah Bongiovanni  
Upper Strings  
Tutor

Jon Richmond  
Percussion

Sara Chambers  
Upper Strings  
Tutor

David Chambers  
Lower Brass/ First  
Aid

# Contact Details

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These addresses and telephone numbers are for emergency use only:

## Lincolnshire Music Service:

Myle Cross Centre,  
Macaulay Drive,  
St.Giles,  
Lincoln, LN24EL

**01522 552 818**

## Specialised Travel Concert Touring

(part of the ACFEA Global Network):

Craven House  
40-44 Uxbridge Road  
Ealing  
W52BS

**+44 20 8799 8371**

For use by orchestra members in an emergency:

## From UK to mobile dial:

Malcolm Duckels:

**07795 528 783**

Andrew Raine:

**07464 494 059**

## From the continent to mobile dial:

Malcolm Duckels:

**00 44 7795 528783**

Andrew Raine:

**00 44 7464 494059**

## Emergency Services in Spain:

**112** - (European Emergency Number)

**110** - Police

**112** or **061** - Health Emergencies

**112** or **080** - Fire fighters



# Checking in With Staff

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During the tour there will be many occasions when we need to confirm that the party is complete. This will happen after stops on the journey, after free time, and at the concert venues. To make this process quicker and easier, you have all been allocated a member of staff. When required you must check in with them. If you have any problems or concerns, this member of staff should be your first point of contact, although any member of staff will help you.

## Group 1

### Malcolm Duckels (17)

Alex Daubney  
Alex Mayer  
Alex McParland  
Alex Whitaker  
Amelia Jack  
Amelie Almond  
Ana Benito de Vale  
Anna Barsham  
Aran Bird

Artemis Eng  
Ben Brophy  
Caitlin Jackson  
Daniel Bradbury  
David Benito de Vale  
Ed Wynn  
Edward Barley  
Edward Gvaramadze

## Group 2

### Sarah Bongiovanni (17)

Edward Howe	Emily Brunt
Ekansh Shukla	Emily Hill
Eleanor Langman	Emma Rock
Eleanor Willows	Euan Braddish
Elizabeth Craddock	Evelyn Spencer
Elizabeth Cooley	Faye Langdon
Elizabeth Love	Fiona Jennings
Ellie Keyworth	Florence Ryan
Ellie Wardman	

## Group 3

### Sara Chambers (17)

Freya Whitfield	Isabelle Martin
Garna Wallace	Jack Church
George Hall	Jack Wheatley
George L'Estrange	Jacob Hill
Gil Wynn	Jacob Williams
Grace Coaker	Jade Wood
Heather Wilde	Jake Mayer
Holly Bradbury	James Diamond
Honey Marcus	

## Group 4

### Becky Brown (17)

James Wardell	Libby Mayne
Jasmine Wood	Lydia Olayo Diaz de los Bernardos
Jessica Gates	Lily Martin
Joshua Lashbrook	Lola Reynolds
Kalusha Kavungu-Bates	Lucy Bradbury
Kuyoya Kavunga-Bates	Lucy Carter
Lauren Jackson	Madeleine Cox
Leah Ward	Madeleine Walton
Leo Braddish	

## Group 5

### Rachel Hill (16)

Maria Fretwell  
Matthew Simons  
Megan Brown  
Megan Proctor  
Molly Joyce  
Mrinal Bhargava  
Oliver Marsh  
Oscar Potts

Patrick Fox  
Pawel Nieweglowski  
Pearce Braddish  
Penelope Shaw  
Rachel Weston  
Rebecca Melling  
Rhys Staples  
Rowan Cormack

## Group 6

### Becky Bayes (16)

Samuel Davie  
Sarah Weston  
Scarlett Almond  
Shivani Jansari  
Sijin Wang  
Simon Roberts  
Sophia Love  
Sophia Spencer

Sophie Henderson  
Thomas Craddock  
Toby Merricks  
Will Draper  
Will Whitton  
William Spencer  
Aakash Saha Jansari  
Aarushi Vinod



# Tour Itinerary:

## Tues 20<sup>th</sup> July

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Coach arrives for loading at Myle Cross Centre, LN2 4EL. Parents, please park around the back of the building allowing room for students and their cases nearer to the road.

08.30

Depart by coach for Dover.

14.30

Arrive in Dover and clear EU Customs & Immigration.

16.40

Transfer by ferry to Calais. Clocks go forward by one hour.

19.10

Arrive in Calais and continue to Salamanca evening. Meals independent en route.

During the ferry crossing the coach deck will be locked – take what you need with you. Make a careful note of where the coach is parked and which doorway and stairs you use (the coach drivers will normally tell you this) - they are clearly marked with numbers and letters. Listen out for the broadcast instruction to re-join the coaches, but don't rush, there's plenty of time. Our route from Calais will be decided by our drivers.

## Fri 21<sup>st</sup> July

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Breakfast and lunch independent en route

15.00

Arrival at the hotel & meet our courier. Check into the hotel.

17.00

Rehearsal (until 19:00) TBC

20.00

Dinner in the hotel



# Itinerary:

## Sat 22<sup>nd</sup> July

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Morning

Breakfast in hotel.

Free time

18.00

Dinner in a restaurant

in Valladolid

11.00

Transfer by coach to  
Valladolid

19.45

Return by coach to the  
venue

12.30

Lunch independent

20.30

Concert in Iglesia de  
Santiago (LYSO & LYWO)

14.00

Continue by coach to  
Cigales

22.00

Return by coach to the  
hotel

14.30

Unload & set up

23.30

Arrive back at the hotel

15.00

Rehearsal (until 17:00).

Transfer by coach to the  
restaurant

## Sun 23<sup>rd</sup> July

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Morning

Breakfast in hotel.

Free time

17.30

Dinner in a local

restaurant

12.30

Transfer by coach to  
Salamanca. Lunch  
independent

20.00

Concert in Palacio  
Figueroa (LYWO only)

14.30

Unload & set up

22.00

Return by coach to the  
restaurant

15.00

LYWO Rehearsal  
(until 17:00)

LYSO City Tour

23.30

Arrive back at the hotel

# Itinerary:

## Mon 24<sup>th</sup> July

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Morning

Breakfast in hotel.

Free time

12.30

Transfer by coach to Salamanca. Lunch independent

13.30

LYSO Unload & Set up.  
LYWO City Tour.

14.00

Rehearsal

(until 16:00)

Time at leisure

18.00

Dinner in a local restaurant.

Walk to the venue

20.30

Concert in Salamanca Cathedral Vieja (LYSO only)

22.30

Return by coach to the hotel

23.00

Arrive back at the hotel

## Tues 25<sup>th</sup> July

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Morning

Breakfast in hotel.

Free time

13.00

Travel to Bowling Alley

14.00

Bowling

16.00

Continue by coach to Tiedra

18.00

Dinner in a restaurant

Walk to the venue.

19.30

Rehearsal

21.30

Concert at the Castillo de Tiedra (LYSO & LYWO)

23.00

Return by coach to the hotel

00.30

Arrive back at the hotel.

# Itinerary:

## Wed 26<sup>th</sup> July

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Morning

Breakfast in hotel. Free morning & check-out.

12.05

Load coaches & depart for Calais lunch & dinner independent en-route.

## Thurs 27<sup>th</sup> July

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Morning

Breakfast independent en route

12.35

Arrive in Dover & continue to London

11.30

Arrive in Calais & clear UK Customs & Immigration

18.30

Arrive at Myle Cross centre

12.05

Transfer by Ferry to Dover. Clocks go back one hour

PLEASE NOTE THAT THE TIMINGS GIVEN HERE FOR WHEN WE ARE IN SPAIN ARE LIKELY TO CHANGE. MAKE SURE YOU LISTEN TO INSTRUCTIONS.



# Accommodation

## Salamanca Forum

### Hotel Doña Brígida



### Salamanca Forum Hotel Doña Brígida

Avda. del Tormes  
37185 Villamayor,  
Salamanca,  
Spain

**+34 923 337 020**

<https://www.salamancaforum.com/>



## The Journey

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Please note there will be no transport provided to or from Myle Cross Centre on Thursday 20 July and Thursday 27 July – tour begins and ends at Myle Cross Centre, Macaulay Drive, St Giles, Lincoln, LN2 4EL.

From Lincoln we will take the A46 and the A1, A14, M11, M25, QE2 Bridge then probably the M20 to Dover. Check onto Ferry at Dover. There is often a wait before embarkation. If you are allowed off the coach, please don't wander away.

If you need to contact us urgently for any reason, please call our office between 8am and 5pm, Monday to Thursday and 8am – 4pm Friday, on 01522 552818. In an emergency, please call Malcolm Duckels (07795528783) or Andrew Raine (07464494059).

If for any reason we are unable to return within an hour of the published time, we will contact parents by phone. Please DO NOT contact Lincolnshire Music Service office.

The coach has a toilet; however, it's important to stress that this is strictly for emergency use only. Please take every opportunity during the journey to use public toilets on the ferry or in service stations.

Our air-conditioned coaches are fitted with seat belts for all passengers. For your own safety and comfort, you must use them at all times.



## Communication

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A full itinerary of the tour, together with a list of names and addresses of all tour members has been logged with the Head of Service. The Head of Service will only make contact with parents in an emergency.

In the event the orchestras experience a problem during the tour, the established emergency procedure will be activated as a matter of routine.

We will be posting on social media throughout the tour; this will be a good place to keep up to date with what we are doing. Please find our social media handles on the back of this document. The hashtag for tour will be **#LMSSPAIN2023**.

## Insurance

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Please be aware that parents will be liable for the first £15 of any claim against the policy. Any personal instruments up to the value of £1500 are covered by Lincolnshire County Council's insurance policy.

Any instruments above this value should be insured by you before travel. This insurance also covers health issues.

## Spending Money

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1 British pound = 1.15 Euros (**approximately**)

We strongly urge you to take a concealed wallet/purse, providing greater security, particularly when out and about abroad in public places. Currency will need to be ordered in advance – do not leave it too late to exchange it! If you do, Tesco and the Post Office can usually provide Euros there and then.

## Telephones

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Please do not use the phone in your hotel room – it is expensive and settling your bill will delay our departure! LMS will not be covering this for you! Public telephones come in various forms, usually with clear instructions printed on them (in English too).

Students may bring their own mobile phones, assuming that they are Europe enabled, and they are the personal responsibility of the member. Please bear in mind that the use of a mobile phone abroad can be more expensive than in the UK. Please be aware that data roaming charges are generally very high.



# Packing list;

Please make sure your passport & EHIC or GHIC card is taken with you on the coach, not packed in your luggage.

You will be asked to show these documents as you board the coach.

ID badges will be handed out upon arrival at Myle Cross.

## Clothes for the concert

Please remember there are four concerts.

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Formal black concert dress, with no other coloured decoration on it. However, you may wear a black skirt **(must be knee length, if not LMS will provide you with tights to wear!)** or formal black trousers, black blouse which must be tucked in unless it is styled to be worn outside and black shoes.

Or.....

Black trousers, black long-sleeved shirt, black socks and black shoes.

Because of the great importance of our appearance, as always, you should please give this matter special thought. Please think carefully about such things as unusual hair colour, prominent make-up, large quantities of jewellery, or unsuitable footwear eg. heavy boots. At other times, be prepared to dress for the heat – it is likely to be very hot! Light loose clothing is best.



# General

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Towels and soap – these will be provided by the hotel – please use them! Bed linen will be provided.

If you regularly take any medication, we should already know about it. If you have just started taking it, let us know immediately in writing.

One small suitcase or bag ONLY. However, you should also have a small bag or rucksack for the journey (small enough to carry easily, and to stow either in the luggage rack or under the seat), to hold food and drink, passport, EHIC or GHIC card, LMS I.D. (this will be given to you once you board the coach) and anything else you think you will need during the long journey. A flannel and toothbrush would also be useful. All bags and cases must be labelled with your name and address. Flutes, clarinets and oboes should be packed in your luggage.

If you have suitable DVDs, please bring them to be shown on the coaches.

A sweater or long-sleeved top to help prevent sunburn, light waterproof jacket or similar. Footwear suitable for walking – there will be a certain amount of walking involved in our trip.

Sun block, sunglasses and a hat are **ESSENTIAL**. It will be hot for long periods, and you will burn quickly and easily. A hat will also help to prevent sunstroke.

Don't forget your **instrument(s), music, music stand** (don't rely on using someone else's), and **clothes pegs** (our final concert is outdoors so you don't want your music flying away!)

## Refreshments:

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On the outbound journey you will have to last from Thursday morning until when we arrive at the hotel. The best strategy is to take a large quantity of sandwiches etc. If necessary, you can supplement these by buying something at our stops along the way. Similarly, a reasonable supply of drink. Bring a drinks bottle as we intend to try to supply water when we can. It will save wasting plastic! It will also help to avoid having to spend money on expensive drinks at motorway service stations. On our outbound journey we will have eaten throughout the evening so you will need to make sure that you are carrying enough Euros and English money for breakfast and lunch on Friday.

Meal arrangements organised by Specialised Travel Concert Touring and the hotel include breakfast and one main three course meal at either the hotel or local restaurants. Drinking water is freely available, the third meal of the day is to be purchased by members own funds (please see itinerary). Detailed verbal and written guidance will be given to members on how best to manage this. Some hospitality may also be offered at other venues after concerts.

From the information you have already given us we have already informed the hotel and restaurants of special dietary requirements, and they have undertaken to cater accordingly. In Europe, on a tourist budget such as ours, it is not always possible for vegetarians/vegans to be catered for as well as they would be at home! You will be adequately fed, and we undertake to see that you are. What we cannot guarantee is that your diet will necessarily be varied and interesting all the time, but then, neither might the rest of group's diet be to everyone's liking!

# The Weather:

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It will almost certainly be very hot! There are a few things you can do to make it more bearable:

- Don't sunbathe.
- Wear light, loose clothing and change as frequently as possible. Sandals or light leather shoes are much better in the heat.
- Take any opportunity to drink water. The water in Spanish hotels is safe to drink and you should drink it – you will be sweating and losing fluid and you will need constant re-hydration – fizzy drinks don't help nearly as much. If you ignore this advice and become dehydrated, in most people the first symptoms will be headache and cramps, which will go away as soon as you start drinking adequately. Water doesn't have to be cold to have the right effect. We will carry some water on coach, but this will be a limited supply. You should provide yourself with a screw-top plastic water bottle, always carry it with you, and refill it at a tap when you can.
- Similarly, when you are outside, keep on the move gently and do find shade.

Whether or not you are intending to be outside for any length of time, **always apply sun cream**. Remember to replenish it after washing and showering, etc.

# The Weather:

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Apart from the heat, there are few restrictions on clothing. However, please be aware that we are on show in our concert venues – even just for rehearsal or sound check. ‘Rehearsal dress’: Shorts are OK, but very short shorts probably aren’t, nor are t-shirts with explicit messages, see-through dresses or plunging necklines, or bare chests. Please bear in mind that we are staying in a hotel where there will be an expectation of good behaviour, both by the other guests and the management. Thoughtless or loud behaviour must be avoided at all times, especially as we will be arriving back very late after our concerts. As the Lincolnshire Music Service County Groups, we are ambassadors for our art, youth, Lincolnshire and the UK.

## Our few actual RULES! There aren’t many as we trust you.....

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- You may not smoke or drink alcohol, etc. on the coach or in any bedroom at any time during this tour, and please don’t take any alcohol to your rooms whether you mean to drink it or not. Some residences have strict rules about this, but even if they haven’t, we feel that it is in everyone’s interest to make this a general rule at all times.
- Alcohol may not be purchased by or for members under eighteen, nor may they consume it!
- Alcohol may be consumed by over 18s but must be taken responsibly. If we see fit, the decision will be made not to allow any alcohol for the group.

# Our few actual RULES! There aren't many as we trust you.....

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- All members will go to bed as and when required (you'll be too exhausted to argue!).
- Members must not leave the hotel without staff permission and should use the signing In/Out sheets provided, going in groups of at least five.
- All members are to always respond positively to staff.
- During free time at concert venues students must be in groups of at least three.

## ROAD SENSE!

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Remember that traffic is on the 'wrong' side of the road in Spain; you need to look left-and-right-and-left-again. You also need to be aware that what look like zebra crossings don't operate in the same way as England. These are just places where pedestrians may cross when there is no traffic coming or when traffic lights have stopped the traffic for you. In practice you have NO right of way. You must exercise extreme caution even when you might appear to have the right of way. At traffic lights, only cross when the green man flashes... even then, traffic is sometimes allowed to filter round the corner at you anyway, so keep your eyes open and concentrate.

**REMEMBER, THE TRAFFIC GOES 'THE WRONG WAY' AT A CRITICAL MOMENT .....LOOK LEFT, RIGHT AND LEFT AGAIN!**



## Room Allocation

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We have allocated rooms as you have requested. Please be aware that last minute changes can and often do occur on arrival at any hotel – flexibility is required when we first arrive, please! The most important thing is to make sure that you have a bed.

Your room will be cleaned before we arrive and probably each day during our stay, however you must keep the room tidy, or they won't be able or willing to clean it!

Lincolnshire  
Music Service

## Making Music Matter in Lincolnshire

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The award-winning Lincolnshire Music Service provides music opportunities for children and young people throughout Lincolnshire. This outstanding service is the lead organisation of The Lincolnshire Music and Arts Education Hub funded by Arts Council England.

Lincolnshire Music Service  
Myle Cross Centre  
Macaulay Drive  
Lincoln  
LN2 4EL  
**01522 552818**

[www.lincsmusicservice.org](http://www.lincsmusicservice.org)

Twitter: [www.twitter.com/LMSlincsmusic](https://www.twitter.com/LMSlincsmusic)

Facebook: [www.facebook.com/lincsmusicservice](https://www.facebook.com/lincsmusicservice)

Instagram: <https://www.instagram.com/lincsmusic>

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