



Policy on Educational Visits and Other Trips

School trips provide opportunities for pupils to enhance their understanding of the curriculum, develop social skills and improve relationships between themselves, staff and other people with whom they come in contact.

The value of a wide variety of school trips is recognised by all members of the Saint Cecilia's Church of England School community, who should encourage opportunities for such trips to take place. However, in order to minimise disruption to the school curriculum, all journeys and visits must fit into a planned programme wherever possible.

All visits and trips must be planned well in advance to allow enough time for authorisation, letters to be sent to parents, confirmation slips returned and money collected. Some trips require the approval of the Governing Body and Local Authority, for these, approval needs to be sought at least six months ahead of the proposed date.

Day trips in school time cannot be charged for. Schools may ask for voluntary contributions and state in their letters out to parents that the trip may be cancelled if insufficient contributions are received. School **must not discriminate** against any pupil whose parents choose not to contribute.

a) Procedures

It is important that the following procedures are followed for all trips.

- i) Please complete the Off-Site Activity Request Form and return it to the School Business and Development Manager. The forms are available in hard copy in the Staff Room and electronically on the shared drive.

For all Hazardous Activities and Residential Activities, the forms must be completed at least six months in advance of the trip as well as the additional forms which can be obtained upon request.

- ii) The School Business and Development Manager will arrange a brief meeting with the Trip Leader, if necessary, to discuss the proposed trip in further detail, including the financial aspect of the trip.
- iii) If there is a cost involved in the trip, the finance must be planned well in advance. All costs need to be taken into account including transport and the number of pupils required to make the trip viable, and also staff costs. It is advisable to build a contingency into the cost of the trip by increasing the price for each pupil. The trip should not proceed if there is a planned deficit.

Parents need to be informed of any deposits required and timescales for further balances to be paid as well as the policy for refunds.

- iv) The Leader of the Trip sends a Letter and an Approval Form to parents (using normal procedures where the Headteacher approves the letter and form first). Written consent must be obtained from parents/carers for all trips and any activities whilst on the trip.

If parents do not wish their child to return to school after the trip then they must also approve these travel arrangements in writing. Pupils may only be allowed to leave the group if the return time to school is after 3.10pm and written permission is obtained. If the return time to school is after 7.00pm, written permission must be obtained from parents for pupils who are not collected from school and wish to travel home alone.

It is advisable to give an earlier return time to parents rather than a later one so that the parents are waiting for you, rather than the other way around.

- iv) For Overseas Trips it is advisable to have a Formal Briefing Meeting with parents to discuss the Pupil

Code of Conduct whilst on the trip, health and safety procedures, requirements for inoculations, visas, equipment and clothes required and to confirm the Insurance arrangements with parents.

- vii) Approval Slips will be passed to the Trip Organiser to collate. Please state on the bottom of the Approval Slip to whom these should be returned. Please note: it is the responsibility of the Trip Leader to make sure they have Approval Slips from all pupils going on the Trip.

- viii) Book School Mobile Telephone(s) for the day of the trip with the School's Business and Development Manager.

- ix) Check SIMS.net for allergies, dietary and medical needs and/or any medication that needs to be taken on the trip.

- x) Compile a list of all staff and pupils going on the trip along with Parents' Emergency Contact Numbers.

- xi) On the day of the Trip and before departing from the school:

- Remind pupils that there will be no re-admittance back into school if the trip returns after 6pm.
- Take a register
- Leave at Reception: a correct list of all staff and pupils going on the trip with parents' emergency contact details. Write the appropriate school mobile contact number on the top of this list and place a copy of the list in the School Business and Development Manager's pigeon-hole.

- xii) Take on the Trip:

- the list of pupils with Parents' Emergency Contact Numbers
- a list of any travel arrangements for pupils returning home and not back to school
- the School Emergency Contact Number for after 4pm when Reception is closed (020) 8780 6144
- the School Mobile Telephone
- Pupils' medication
- List of dietary and medical needs
- A first aid box, if applicable

- xiii) On arrival back to school:

If you are returning back to school after 6pm there will be no re-admittance for pupils back in to the school building. If you are returning back later than 7pm, the trip organiser must stay with the pupils until they are collected. The school gates will be locked.

b) Public Transport Travel Advice

If your group is travelling after 9.30am and returning before 3.30pm you can apply for Free Public Transport. You will need to apply at least 14 days in advance in order to qualify. If you are travelling outside of these hours you can still obtain a Group Ticket at a reduced rate up to three days in advance.

Please note that the Group Ticket only allows pupils to enter and leave Public Transport at the point of entry and return as stated on the application form.

c) Trip Suggestions

Suggestions for Trips and Educational Visits and Activities can be obtained from the School Business and Development Manager.