

<b>EDUCATIONAL VISITS POLICY</b>
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<b>Role</b>	<i>Designated Teacher for Educational Visits</i>	<i>Deputy Designated Teacher</i>
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*Our 'Named Governor' with special responsibility for Educational Visits is Mr Richard Symes*

Policy Reviewed & Approved by Governors:

Date: \_\_\_\_\_ **March 2016** \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Signed on behalf of the  
Governing Body: \_\_\_\_\_

Date of Next Review: \_\_\_\_\_ **March 2019** \_\_\_\_\_

## **1. Rationale**

Participation in school visits is an integral aspect of the education of any young person. Townley Grammar School is committed to providing a wide and varied range of opportunities in this respect for all the girls and boys so that they have the maximum possible educational benefit from taking part. It is also committed to ensuring such visits are organised efficiently, effectively and with due regard for the health and safety of the individuals involved.

Definitions:

- School Journey – this is defined as an off site activity that requires overnight stays away from school and home and takes place out of school hours.
- Educational Visit – this is defined as an off site activity that does not require an overnight stay, is within school hours and is linked to the curriculum.
- Activity – this is defined as an event that has been arranged in school and remains on site.

## **2. Objectives**

2.1 To promote the educational benefits of taking part in school visits to the girls, boys and their parents.

2.2 To encourage the staff to be constantly looking for ways in which the classroom/on-site experience can be enriched out of school but, at the same time, to be aware of the need to conduct a cost/benefit analysis if curriculum time is affected.

2.3 To establish procedures which ensure that educational visits are conducted as safely as possible.

2.4 To constantly review such procedures with a view to continuous improvement.

2.5 To ensure all matters relating to educational visits are communicated effectively and appropriately and accurate written records are kept.

## **3. Success Criteria**

This policy will be deemed successful if:

3.1 A wide range of educational visits is on offer to the girls and boys in all years of the school and they are actively encouraged to take part in them.

3.2 The staff are involved in educational visits as appropriate.

3.3 The agreed systems, processes and procedures for educational visits are enacted and health and safety is given the highest possible priority.

## **4. Methodology**

Objective 2.1 is addressed by all members of teaching staff. The Senior Leadership Team is responsible for objective 2.2 but the Educational Visits Co-ordinator takes the lead.

The procedural objectives are achieved via the Health & Safety Arrangements, the checklist for an educational visit (no overnight stay and not overseas), the checklist for an overnight and/or overseas educational visit and the trips and visits form to which the risk assessment is attached; these are attached as appendices to this policy, together with an incident report sheet.

## **5. Evaluation**

The Educational Visits Co-ordinator is responsible for assessing the effectiveness of this policy by:

5.1 Liaising with trip organisers

5.2 Liaising with SLT concerning the level of staff support and involvement in educational visits.

5.3 Monitoring the number of incidents taking place on Educational Visits.

5.4 Monitoring the effectiveness of the associated procedures and recommending amendments where appropriate.

5.5 Liaising with the Business Manager regarding the financial aspects of educational visits.

## APPENDIX 1

### Health & Safety Arrangements - Visits and Activities out of School

#### Introduction

Members of staff in charge of and assisting with school visits must be conversant with:

- this part of the policy
- any other more detailed school rules and as appropriate:
- Safety in Outdoor Education
- Health and Safety of Students on Educational Visits

All trips and visits will be preceded by an assessment of the risks involved. The trip leader, who is responsible for all aspects of the visit whilst it is underway including the behaviour of the students, will prepare a written risk assessment as part of the planning process and written arrangements for individual visits and activities. Where necessary staff training will also be provided. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and Fire procedures, first aid, student supervision, transport, student free time etc. Final authorisation for each visit will be made by the Headteacher and the Educational Visits Coordinator (EVC).

#### General Functions of the Educational Visits Co-ordinator

The functions of the EVC are to:

- Formally review their own training requirements on an annual basis
- Liaise with the Headteacher and Governors to ensure that educational visits meet their requirements including those of risk assessment.
- Support the Headteacher and Governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assesses the competence of leaders and other adults proposed for the visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will normally involve training such as first aid, hazard awareness, etc.
- Organise thorough induction of leaders and other adults taking students on a specific visit.
- Work with the trip leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents and 'near accidents' (sometimes known as 'near misses').
- Review systems and, on occasion, monitor practice.

**It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. If a visit has not taken place before, research is usually advisable to enable the trip leader to identify any potential hazards.**

## Staff Student Ratio

When arranging staffing for any trip, account should be taken of the temperament of students, the nature of the activity and the location etc.

DAY VISIT YEAR 7-11	1:15
DAY VISIT YEAR 12-13	1:20
RESIDENTIAL TRIP 7-13	1:10

Any departure from these ratios must be agreed in advance by the Headteacher and EVC.

**Coach journeys:** 2 accompanying persons per coach minimum, one person to have register and be responsible for the students on the coach during the journey. Every coach is to have a mobile phone for contact between coaches.

**Minibus journeys:** 2 accompanying persons, (driver + 1), per minibus carrying students on long journeys, + sufficient relief drivers in the party to keep driving times within legal requirements. (see minibus guidelines).

The staffing ratio will depend upon the risk assessment and the Headteacher may make exceptions. For example, for games matches and for small Sixth Form groups it may be appropriate for one member of staff only to accompany the group. Equally students considered to be sufficiently responsible, with the written consent of their parents, may be allowed to walk unaccompanied to where the activities are carried out provided they walk in groups of no less than four. Also, in the case of small Sixth Form visits to, for example, lectures in London, it is possible for them to attend unaccompanied as long as written consent has been obtained beforehand from their parents and the students involved are deemed to be responsible and trustworthy.

Wherever possible, all members of staff accompanying the visit should be teachers employed by the school but the Headteacher may allow members of the administrative staff, ancillary helpers or domestic staff to accompany the visit provided a teacher is always in charge and the majority of the supervisors are teachers. If female students are going on the visit a male employee should be accompanied by a female employee. However if compliance would result in difficulties in staffing small groups of students, the Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the students concerned.

SLT will monitor staff going on trips to ensure equity, the final decision will be made by the trip leader, EVC and SLT link.

### Information concerning Visits

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and students should be invited to the school to discuss details with the organisers. Where possible the Headteacher or a senior member of the teaching staff who is not involved in the visit will also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- accommodation type and meal arrangements.
- travel arrangements including time of return.
- activities and visits (including remote supervision, if relevant) in which students will be allowed to participate.
- insurance cover and name and address of insurers.
- health formalities (e.g. inoculations/vaccinations) and any other special and medical needs.
- names of trip leaders and members of staff accompanying party and address and telephone number of trip leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given).
- name and telephone number of emergency contact for the visit.
- advice on clothing and equipment and pocket money
- code of conduct and details relating to standard of behaviour expected from students during visit, including rules on smoking and alcohol.

Parents should also be advised that the Headteacher reserves the right to exclude a student from a visit on behavioural grounds.

### **Consent Forms**

A student will not be allowed to participate in a school visit unless an appropriate consent form has been signed by her parents/guardian and returned to school. For overnight and/or overseas visits this will include permission for emergency medical treatment if the parents/guardian cannot be contacted.

For PE activities/fixtures off-site or at other schools, parents are notified via letter each year of the arrangements: girls are driven either by minibus or by coach to the venue. If one of the school minibuses is used then the member of staff driving the vehicle will be appropriately qualified to do so. The same applies to coaches and their drivers. Parents are given the opportunity to withdraw their consent for these travel arrangements by writing to the Educational Visits Coordinator.

It is also the responsibility of the member of staff involved to ensure he/she is up to date with any medical issues relating to the girls concerned at the time of the activity; this information can be accessed via the school's management information system (SIMS).

### **Employees Conveying Students in Private Cars or Minibuses**

It is recommended that, where possible, students should be transported in a coach, school minibus or by public transport and that the use of private cars should be discouraged. Before allowing a member of staff to drive a private minibus or to use her/his own car to transport students the HR will check as appropriate that the member of staff has a satisfactory driving licence; staff must bring any endorsements to the attention of HR. Only those school employees who have attended and passed a formal minibus driving course and test are allowed to drive the school minibuses or a private minibus to transport students.

Whenever employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.

### **Hazardous Activities**

Where hazardous activities are involved it is important to ensure that members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved such as, for example, mountain walking, rock climbing, water-sports, pony trekking etc.

The Headteacher must be provided with written evidence that any activity centre used has a licence and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used the Headteacher must be provided with a copy of the centre's Health and Safety Policy and assess its suitability.

### **Shared Responsibilities - Residential Centres**

The centre's safety procedures should be obtained in writing and checked at the initial planning stage. It is likely that there will be times when centre staff will be responsible for the students. These times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. The students must know who is in charge at any given time. If the visit is unaccompanied, then this must be made clear to parents and the Headteacher must be satisfied with the safety procedures.

### **Joint Trips with other Schools**

There should be one overall trip leader and the Headteacher should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the students of the other should be agreed and made clear to the students.

### **First Aid and Mobile Phones**

Every educational visit involving an overnight stay or overseas is accompanied by a nominated qualified First Aider who is knowledgeable in how to treat conditions such as an epileptic fit, asthma attack and how to use an EpiPen, etc. On all such visits a full First Aid Kit and a mobile phone is taken, together with contact details and medical information for all the girls taking part.

For day trips, student services will provide a basic First Aid Kit which must be taken together with contact details and medical information for all the participants and a mobile phone. All staff should also have received general first aid training.

### **Contact Details and Medical Information**

The trip leader will be provided with a report containing this data for the girls taking part in the visit. The report is generated from the school's management information system (SIMS) and it is the responsibility of parents to notify the school of any changes. Contact details and medical information should also be collated for staff but it is the responsibility of staff to inform the trip leader on any medical needs.

Staff are also expected to inform the trip leader of any of their own medical information in advance of the trip.

### **Data Protection**

On each trip student information is required; Student Names, Emergency Contact Details, Medical or Dietary information, which is extracted from our MIS for the trip. Under the General Data Protection Act 2018 the school undertakes to protect this data at all times. It will not be left unattended at any time. This duplicate data will be destroyed on the return of the trip. Please refer in detail to our General Data Protection Policy available on our website

### **Residential Visits**

All visits involving a period of residence need to be planned well ahead. Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. After careful risk assessments, guidelines must be laid down by the trip leader and clearly understood by all members of the party, staff and girls. The following points may be helpful:

- Students should not be allowed to walk unsupervised in groups of less than four.
- The geographical area which students are allowed to access should be clearly defined.
- A time limit should be set in proportion to the age of the students. Anyone who returns late should understand that she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.

- If students are leaving from and returning to the group accommodation, a signing in and out book should be used.
- Students should only be allowed out of group accommodation after the evening meal if it is appropriate to their age. 'Younger' students must only go out in escorted parties accompanied by members of staff.
- If the party is staying in a hotel or near shops etc., students should be reminded that the School's Substance Abuse Policy applies throughout the visit. This includes, but is not limited to, cigarettes and alcohol, which may not be used at any stage.
- Students away from home may well strike up acquaintance with students from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Students must, therefore, be frequently reminded of the guidelines for behaviour, which they have signed, and of the School's expectations of them.
- The group register should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small groups of students responsibility for one another, reporting to the trip leader if anyone is missing.
- The trip leader should check the fire exits in any group accommodation and ensure that students are aware of them and of the fire procedures. If possible a fire drill should be held on the first evening, before bedtime.
- If students are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above) should be given to host families.

### **Insurance Cover**

This matter should be discussed with the Business Manager, a copy of the School's travel insurance cover is available from the school Business Manager or can be found in the school visits folder in Staff Admin.

### **Health**

A check should be made to see whether inoculations/vaccinations are required. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the students will be travelling. Initial letters should remind parents that EU citizens should carry a valid European Health Insurance Card (EHIC) to cover emergency medical treatment whilst in European Economic Area countries.

Items to keep in mind:

- Tap water is not always safe to drink
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- The strength of the sun should never be underestimated, especially at high altitudes, and students should use sun protection cream and may need a hat
- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

### **Financial Procedures**

Please see Appendix 2

### **Foreign Customs**

Students should be advised beforehand of any local customs they may meet which might surprise them and warned of the possibility of giving offence.

### **Exchange Visits**

These usually involve groups of students travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a school in that country. The following points should be borne in mind:

- The Headteacher will normally expect a member of staff to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families. Recent legislation surrounding the safeguarding of young people means checks on parents who are hosting exchange students must be carried out.

When students are staying with their partner's families in other countries, every effort should be made to ensure whatever checks are possible are carried out. If this is not possible because the country concerned does not have a system in place then reassurance regarding the appropriateness of the parents involved must be sought from the partner school. Whatever action is taken must be recorded in the risk assessment for the visit.

- Members of staff should accompany students on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight, provided the appropriate number of staff accompany the students to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Ideally a member of staff should be present in the locality. If this is the case it should be made clear to students and host families when the member of staff will be available at an agreed location and students should be given details of the member of staff's telephone number or other contact arrangements.
- Host families should be aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a student s/he should personally investigate immediately and if the situation warrants, inform the student's parents straight away and the emergency contact who will inform the Headteacher. Only from agreement by the SLT link should any students return home early.
- If activities are planned with a foreign school, it is important that the extent of responsibility of that school's staff is agreed in advance and that students know when the foreign school staff are in charge and how to contact their own teacher if s/he is based at a location remote from the students.
- Under no circumstances should students drive or be a passenger of a Moped/scooter/small motorcycle.

### **Travel Guidelines**

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

### **Emergency Procedures**

Part of the written arrangements or risk assessments for the visit must include details of how to contact the school or the emergency contact/designated senior member of staff.

### **Serious or Fatal Injury**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The trip leader (or staff member in charge of small sub-group if out of contact with trip leader until the trip leader can be contacted) should:

- establish the nature and extent of the emergency.
- call whichever emergency services are required.
- if there are injuries, immediately investigate their extent and administer appropriate first aid.
- make sure all other members of the party are accounted for and are safe.
- establish the name(s) of the injured person/people.

- advise other party staff of the incident and that emergency procedures are in operation.
- if possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down.
- ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base.
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all members of the party are accounted for.
- discourage students from contacting their parents until they are briefed and until contact is made with the emergency contact point or designated senior member of staff who will inform the Headteacher and the parents/next of kin of the injured person/people.
- commit to writing full details of the incident as soon as possible: name(s), nature, date and time of incident, location of incident, details of injuries, details of police who attended/witnesses names, addresses (and telephone numbers if possible), action taken so far, telephone numbers for future communication.

In any shared responsibility situation, the procedures should be agreed in advance with the centre/other school involved.

#### **Emergency Procedures for other Accidents/Incidents**

Fill in the school accident/incident report form or commit to writing full details as above as soon as possible after the accident/incident has taken place.

## **APPENDIX 2 - FINANCIAL PROCEDURES**

### **Townley Grammar School does not charge for:**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education.
- Supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.
- Transport provided in connection with an educational visit

### **Townley Grammar School does charge for:**

- Optional Extras
- The actual cost of board and lodging on a residential visit which takes place during school hours

Townley Grammar School does not charge for more than the actual cost of providing an optional extra activity. Student participation is on the basis of parental choice and agreement to meet the charges. Parental agreement is a necessary pre-requisite when the school makes charges for an optional extra activity.

When informing parents about a forthcoming visit they must be informed that parents who can prove they are in receipt of the following benefits will be exempt from paying:

1. Income Support
2. Income Based Jobseekers Allowance (IBJSA)
3. Support under Part VI of the Immigration and Asylum Act 1999.
4. Child Tax Credit, Provided that Working Tax Credit is not also received and the family's income is not above that the amount assessed by H M R C.
5. The guaranteed element of State Pension Credit
6. Income related employment and support allowance that was introduced on 27<sup>th</sup>, October 2008.

### **Voluntary Contributions**

Townley Grammar School does request voluntary contributions for the benefit of the whole school. We are in a position to make 'Gift Aid' claims to HMRC in support of these donations generating more funds for the school. Gift Aid forms are available, upon request, from [finance@townleygrammar.org.uk](mailto:finance@townleygrammar.org.uk) Parents / carers are encouraged to contribute towards the life of the school during the student's attendance but this is purely voluntary.

Our students are given an equal opportunity to go on a visit or take part in an activity even if the parents / carers are unwilling or not able to make a voluntary contribution. The majority of our visits and activities are funded through voluntary contributions and there may be times when arrangements have to be cancelled if insufficient funds are raised.

### **Financial Planning Considerations**

Notes: When the school journey / educational visit or activity is agreed, the trip leader should ensure that parents are informed about how much is being charged or a suggested amount for a voluntary contribution. Costs should be broken down into sub headings (see Appendix 5).

It is vitally important to remember that education provided wholly or mainly during school hours is free. This means that we may not impose a charge on parents for any visit that occurs during school hours. We may however request voluntary contributions.

Contributions are not compulsory and the children of parents who do not contribute may not be discriminated against. **It is permissible to request a contribution for more than the minimum amount in order to subsidise those students whose parents have not contributed.**

Should the voluntary contributions fall short of the full cost and the shortfall cannot be made up, the school trip, journey or activity may have to be cancelled.

Parents may be charged for board and lodging on residential visits including the full costs involved when a visit is deemed to be an optional extra.

***Examples of optional extras: A trip to San Francisco which takes place outside of school hours and Theatre Trips that do not form part of the national curriculum.***

Parental agreement to meet the costs of an optional extra visit should be obtained before the visit is planned in detail. **In this instance, charging parents may not include an element of subsidy in respect of other students whose families are unable to meet the full costs involved.** Alternative arrangements and applications when this situation arises should be made to the Head Teacher in writing requesting support.

Where a school journey/educational visit or activity takes place wholly or during school hours, some children will be entitled to a remission of the charges. This is often in the case of a child receiving free school meals, or if the parents are in receipt of the following: -

- Income Support.
- Income-based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit provided the parent is not entitled to Working Tax Credit.
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus is for religious education.

#### **Internal Financial Procedures Relating to School Journeys, Educational Visits and Activities:**

School Journeys, Educational Visits and Activities are non profit making. We are not a trading company. If we buy and sell items and make a profit or generate large surpluses on school trips, we run the risk of losing our charitable status. All national curriculum school journeys, educational visits and activities are by definition free of charge. This will apply equally to 'Extended School' activities if they are purely for curriculum purposes (homework clubs, etc). We are only able to ask for voluntary donations and this must be specifically mentioned in the letter to parents.

#### **Financial considerations when planning: -**

- a) The letter to parents should: -
- Request that all payments are made on line via their sQuid account.
  - Please ensure that the name of the child, form & name of journey / event are written clearly on the consent slip.

- For curriculum-based trips, please note that this is a 'Voluntary Contribution' but if we do not receive enough funding to cover the trip, it may not take place.
  - Detail the cost breakdown.
  - State deadline for payment.
- b) Floats & Foreign Currency - Such cash floats are not permitted and will not be issued. In future, the Trip Organiser will be issued with a cheque, in sterling, which they need to bank allowing them to purchase a currency card. (Please note that the card has to be in the name of the trip organiser and not the school).
- c) Requests for Payment – Please allow a minimum of 7 days for invoice processing and expense claims.
- d) Students should post their consent slips directly through the Student Post Box, that has been made available, in the Finance Department.
- e) Payments to Individuals (e.g. Musicians, Visiting Speakers or Lecturers etc.) are considered to be services provided to the school and will be treated as if the individual is self-employed. The individual must provide an invoice, quoting their Unique Tax Reference number (UTR) issued to them by HMRC when they registered as self-employed.

#### **Staff Expenses:**

- Must be evidenced by receipts in accordance with financial regulations.
- Must be built into the trip budget as there is no subsidy available from other funds.
- Must not include alcohol.
- Must be paid directly to the individual who incurred them.

When completing your cost breakdown, it is necessary to detail all expenditure that you may incur including staff expenses.

#### **Gifts and Hospitality:**

All offers, gifts, hospitality as inducements for favour should be refused. All refused items should be recorded by a member of staff or governor and reported at the next meeting of the governing body where it should be minuted.

Each School Governing body shall maintain a register of all gifts and hospitality received by individual members of staff and Governors in their School or College. Any hospitality or gifts accepted must be recorded in the relevant register.

Gifts valued at £35.00 or less received from students and parents can be excluded from the above provision.

#### **Formal Agreement:**

Once the School Journey / Educational Visit or Activity has been agreed by the Head and EVC and the Budget checked by the Finance Department, full details in the form of a formal letter may be sent to parent(s)/guardian(s). At this stage this you may request payment and/or voluntary contributions.

**Please note that the following paper work must be given to the finance department for audit requirements.**

- Application for the approval of school journey, educational visit or activity that has been signed and agreed.
- Copy of the risk assessment.
- Budget form that has been signed by the finance department along with all relevant paperwork.
- Copy of letter to parents.

### **Organisers' responsibilities:**

When organising a School Journey, Visit or Activity, it is important to remember that we are not allowed to trade and make a profit. (This has potential VAT and liability insurance consequences and if we are trading, we run the risk of losing our charitable status).

It is the responsibility of the trip organiser to agree a budget cost per student with the accounts officer before publishing details to parents of any trip.

**BUDGET** - When setting the budget, please remember that any School Journey, Visit or Activity should aim to break even.

**Surplus** - A surplus of less than £10.00 (Ten Pounds) per person is not refundable. The retained surplus remains in the School Voluntary Fund for the benefit of the whole school and to cover any administration costs. A surplus of £20.00 (Twenty Pounds) per person or more is always offered as a refund. A surplus of between £10.00 (Ten Pounds) and £20.00 (Twenty Pounds) will be offered as a refund if it equates to 10% or more than the cost of the trip.

**Deficits** – If due to unforeseen circumstances a deficit is incurred, a full explanation of the reason for this must be given in writing by the trip organiser. The position will be referred to the Head Teacher who will decide the course of action required. This may include: -

- a) Asking the parents for a further contribution.
- b) Requesting additional fund raising.
- c) Charging the deficit to the BSE of the appropriate department (for curriculum activities / trips only).
- d) Agree to write off the balance to the 'School Voluntary Fund' (for curriculum activities / trips only).
- e) A combination of the above.

**Instalments** - For expensive trips, payments by instalments may be appropriate on the understanding that all payments are made in full prior to the date of the trip.

**Finance Department responsibilities:**

- a) Banking all receipts promptly.
- b) Keeping an independent record of all contributions by student name on the school fund software.
- c) Keeping a summary of School Journeys that are paid by instalments on an excel spreadsheet to enable final reconciliations with the school fund software to be carried out.
- d) Providing the trip organiser with regular reports of School Journeys that are being paid by instalments, to enable them to prompt their students into meeting the required payment deadlines.
- e) Informing the trip organiser promptly of any unpaid cheques to enable them to assess the circumstances and speak to the student or parent / guardian.
- f) Reconciling the balance of all trips within one month of taking place and instigating appropriate action if a surplus or deficit exists.

- h) Obtaining authorisation of the trip organiser before making payment of invoices to tour operators, etc.
- i) Final records and original paperwork to be held within the Finance Department in accordance with Financial Regulations and Audit purposes.

### APPENDIX 3

#### Checklist for a Day Educational Visit (No Overnight Stay and Not Overseas)

	PLANNING STAGE	COMPLETED
1	<b>Initial Idea</b> Has the initial idea been discussed with the school's Educational Visits Coordinator/SLT and a date agreed for the School Calendar? (Complete Calendar Request Form)	
2	<b>Staffing</b> Has the visit got the necessary staff in terms of ratios and experience, is there a first aider? (APPENDIX 1 & SLT AGREEMENT)	
3	<b>Finance and Insurance</b> Has the finance and insurance for the visit been discussed with the Business Manager and a finance form filled out? (APPENDIX 2 & 5)	
4	<b>Risk Assessment, visit forms, budget forms</b> Have the risks associated with the visit been assessed? Has a SLT emergency contact been established? The Trips and Visits form, budget form (with attached evidence) and Risk Assessment need to be completed <b>at least four school weeks before the visit.</b> (APPENDIX 8 or 9 or 10, 5)	
5	<b>Preliminary Visit</b> Is a preliminary visit to the site or centre to check arrangements necessary?	
6	<b>Transport</b> Has the transport been booked?	
7	<b>Communication with Parents</b> Have letters been sent to parents, with details of the cost and arrangements for the visit, including any planned hazardous activities and a relevant consent form? Payment for visits must be via students SQUID account. It must be clearly stated in the letter that payment is non-refundable. (APPENDIX 11 & 12)	
8	<b>Financial Administration</b> Has a list of names of all the girls/boys taking part in the visit been sent to the Finance Department?	
9	<b>At least three school weeks before the visit,</b> has the trip leader provided Student Services with a list of students involved so that they can generate the Medical Information Report from SIMS? Copies must be given to your emergency SLT contact and the EVC. (APPENDIX 12)	
10	<b>Medical needs/dietary requirements</b> Is the trip leader aware of any dietary and/or medical needs of staff and any other adults accompanying the trip?	
11	<b>Mobile Phone</b> Has a mobile phone/s been booked from Carole Dooley?	
12	<b>First Aid</b> Have suitable and sufficient first aid arrangements been made? N.B. At least one of the staff accompanying the visit must be first aid trained & have EPIPEN training.	
<b>2 Weeks Before</b>		
13	<b>Consent Forms</b> Have all the consent forms been returned?	
14	<b>Transport</b> Check there are suitable and sufficient qualified drivers still available for a planned minibus journey. Check that the departure and return times are known to accompanying staff, girls and parents. Check that the Site Manager knows times if any gates need to be opened. Check booked transport has been confirmed.	

	Make sure the names of the girls and staff on/in each coach/minibus/car are given to, the emergency SLT contact and the EVC.	
<b>1 Week Before</b>		
<b>15</b>	<b>Medical Details</b> Has the trip leader received the Medical Information Report? Remember, from this point on, any changes must be notified directly to the trip leader.	
<b>16</b>	<b>Contact Details</b> Has the trip leader compiled contact details of parents.	
<b>17</b>	<b>Catering</b> Check arrangements with Catering Manager and note in particular the Food Safety requirements for packed lunches.	
<b>18</b>	<b>Briefing for girls</b> Have the girls been properly briefed on the activities they will be undertaking including: <ul style="list-style-type: none"> <li>• Appropriate clothing and equipment.</li> <li>• Rendezvous procedures.</li> <li>• Groupings for study or supervisory purposes.</li> <li>• A system of recall and action in emergencies, including contact numbers.</li> <li>• Agreed codes of conduct and behaviour.</li> <li>• Significant hazards.</li> <li>• Relevance to prior and future learning.</li> </ul>	
<b>19</b>	<b>Briefing for staff</b> Has the trip leader briefed other staff and voluntary helpers on the following: <ul style="list-style-type: none"> <li>• Anticipation of hazards and the nature of the programme.</li> <li>• Defining roles and responsibilities of staff.</li> <li>• Careful supervision of the girls.</li> <li>• Regular counting and registration of girls.</li> <li>• A list of names of people in sub groups.</li> <li>• Emergency procedures.</li> </ul>	
<b>The Day of the Trip</b>		
<b>20</b>	<b>Programme</b> <ul style="list-style-type: none"> <li>• Do the girls and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?</li> <li>• Have all the girls (and staff) who need to take drugs or similar e.g. epipens, inhalers, travel sickness tablets, got the required items and are they carrying them? (or identify which member of staff will have these items).</li> <li>• Has Student services been notified of any absentees?</li> <li>• Has the Mobile phone been collected?</li> <li>• Have all students saved the school mobile number on their phone under the name I.C.E (in case of an emergency)</li> </ul>	
<b>After the Trip</b>		
<b>21</b>	<b>Follow Up</b> <ul style="list-style-type: none"> <li>• A final break-down of the accounts for the visit, with receipts for all the costs, should be given to the Finance Department as soon as possible.</li> <li>• Incident slips must be handed to the EVC and an evaluation form must be completed and handed to the EVC.</li> </ul> (APPENDIX 13,14 & 15)	

## APPENDIX 4

### Checklist for an Overnight and/or Overseas Educational Visit

	INITIAL PLANNING STAGE	COMPLETED
1	<p><b>Initial Idea</b></p> <p>Has the initial idea been discussed with the Headteacher and the school's Educational Visits Co-ordinator and a date agreed for the School Calendar?</p> <p>Unless there are exceptional circumstances, this should take place at least two terms in advance of the proposed date and the event entered into the calendar on the website so that parents can be notified well in advance. (Complete Calendar Request Form)</p>	
2	<p><b>Staffing</b></p> <p>Has the visit got the necessary staff in terms of ratios and experience, is there a first aider? (APPENDIX 1)</p>	
3	<p><b>Finance and Insurance</b></p> <p>Has the finance and Insurance for the visit been discussed with the Business Manager. (APPENDIX 2 &amp; 5)</p>	
4	<p><b>Initial Communication with Parents</b></p> <p><b>At least one term in advance of the visit</b>, have initial letters been sent to parents with details of the arrangements, including any planned hazardous activities, the likely cost and with a proforma to be returned by those who are interested in going on the trip? Does there need to be an information evening for parents and girls to find out more details and to ask questions? (APPENDIX 11 &amp; 12)</p>	
<b>Further Planning once the visit has been confirmed - at least one term in advance</b>		
5	<p><b>Preliminary Visit</b></p> <p>Is a preliminary visit to check arrangements necessary?</p>	
6	<p><b>Risk Assessment, Visit forms, budget form</b></p> <p>Have the risks associated with the visit been assessed? The Trips and Visits form, budget forms (with attached evidence) and Risk Assessment need to be completed <b>at least one term in advance of the visit</b>. (APPENDIX 8 or 9 or 10, 5)</p>	
7	<p><b>Financial Administration</b></p> <p>Has the trip leader provided the EVC and the Finance Department with a list of students involved?</p>	
8	<p><b>Communication with Parents</b></p> <p>Have the school Consent Forms and Guidelines for Behaviour been sent home to parents?</p> <p>Has a second letter been sent to parents asking for an initial non-returnable deposit and setting out the exact payment arrangements (this could be sent with the Consent Forms and Guidelines for Behaviour)? These arrangements, and particularly any exceptions to them, must be agreed by the Finance Department.</p> <p>The initial deposit must be no less than that required by the tour operator/external provider. Payments must be via the students SQUID account and the dates for the instalments must be at least 10 days before payment has to be made to the tour operator/external provider.</p> <p>The deposit is non-refundable and refunds relating to the other instalments are governed by the terms and conditions of the tour operator/external provider which must be made available to parents at this stage.</p> <p>Does there need to be a further parent information evening? (APPENDIX 11 &amp; 12)</p>	

9	<b>Transport</b> Has the transport been booked?	
10	<b>Passports and Medical Insurance</b> If the visit is overseas, have all the girls and staff got current passports (6months) and the necessary visas? Have all EU citizens obtained EHIC's if the visit is to a European Economic Area country? The school's travel insurance policy covers all members of the party but any exceptional medical conditions need to be checked.	
11	<b>Mobile Phone</b> Has a mobile phone/s been booked from the Headteacher's PA?	
12	<b>Emergency School Contact</b> Has a member of SLT been established as an emergency contact?	
13	<b>First Aider</b> Have suitable and sufficient first aid arrangements been made? N.B. At least one of the staff accompanying the visit must be a qualified first aider and have EPIPEN training.	
14	<b>Medical Needs/Dietary Requirements</b> Is the trip leader aware of any dietary and/or medical needs of staff and any other adults accompanying the trip?	
<b>2 Weeks Before</b>		
15	<b>Transport</b> Check there are suitable and sufficient qualified drivers still available for a planned minibus journey. Check that the departure and return times are known to accompanying staff, girls and parents. Check that the Site Manager knows times if any gates need to be opened. Check booked transport has been confirmed.	
16	<b>Briefing for girls</b> Have the girls been properly briefed on the activities they will be undertaking including: <ul style="list-style-type: none"> <li>• Appropriate clothing and equipment.</li> <li>• Rendezvous procedures.</li> <li>• Groupings for study or supervisory purposes.</li> <li>• A system of recall and action in emergencies, including contact numbers.</li> <li>• Agreed codes of conduct and behaviour.</li> <li>• Significant hazards.</li> <li>• Relevance to prior and future learning.</li> </ul>	
17	<b>Briefing for staff</b> Has the trip leader briefed other staff accompanying the visit on the following: <ul style="list-style-type: none"> <li>• Anticipation of hazards and the nature of the programme.</li> <li>• Defining roles and responsibilities of staff.</li> <li>• Careful supervision of the girls.</li> <li>• Regular counting and registration of girls.</li> <li>• How much help to give to the girls in their tasks.</li> <li>• A list of names of people in sub groups.</li> <li>• Emergency procedures.</li> </ul>	

<b>18</b>	<b>Medical Details</b> Has the trip leader received all medical information from parents?	
<b>19</b>	<b>Contact Details</b> Has the trip leader received all contact information from parents and created a phone tree?	
<b>20</b>	<b>Catering</b> Check arrangements with Catering Manager and note in particular the Food Safety requirements for packed lunches.	
<b>21</b>	<b>Emergency SLT Contact</b> Has the emergency SLT contact been provided with a copy of the Contact Details and Medical Information Report, details of the accommodation, itinerary and travel arrangements (including the names of the girls and staff on/in each coach/minibus/car) and the mobile telephone numbers of the staff on the trip ? The Headteacher and EVC must also be provided with all this information by the trip leader.	
<b>At the time of departure</b>		
<b>22</b>	<b>Programme</b> <ul style="list-style-type: none"> <li>• Have the girls and staff brought the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?</li> <li>• Have all the girls who need to take drugs/medication handed them to the Trip leader or designated member of staff, including spare epi-pens and inhalers? In the cases of epi-pens and inhalers, do the girls involved have theirs with them? Do any staff taking medication have it with them?</li> <li>• Has the emergency SLT contact, Headteacher and Head of Section been notified of any absentees?</li> <li>• Has the mobile phone be collected?</li> <li>• Have all students saved the school mobile number on their phone under the name I.C.E (in case of an emergency)</li> </ul>	
<b>After the Trip</b>		
<b>23</b>	<b>Follow Up</b> <ul style="list-style-type: none"> <li>• A final break-down of the accounts for the visit, with receipts for all the costs, should be given to the Finance Department as soon as possible.</li> <li>• Incident slips must be handed to the EVC and an evaluation form must be completed and handed to the EVC. (APPENDIX 13,14 &amp; 15)</li> </ul>	

SLT link Signature.....

School Leader Signature.....

**Appendix 5**

**BUDGET FORM**

**Townley Grammar School**

***School Journey, Educational Visit or Activity –Budget Details:***

Destination: \_\_\_\_\_ Dates: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

**Cost Breakdown: -**

Total cost of Board & Lodging: £ \_\_\_\_\_

Total Cost of Travel: £ \_\_\_\_\_

Total Cost of Excursions: £ \_\_\_\_\_

Sundry Expenses\* (if any): £ \_\_\_\_\_

Total: £=====

Cost per Student (Total divided by no: students),  
to be split as follows: £ \_\_\_\_\_

Chargeable Value: £ \_\_\_\_\_

Voluntary Value: £ \_\_\_\_\_

***Copies of all quotations and documentation relating to the cost of the school journey, trip or activity must be given to the finance department for reconciliation and audit purposes.***

***All trips should aim to break even financially.***

***\*All reasonable out of pocket expenses must be evidenced by receipts. Reconnoitre expenses are only applicable if specifically agreed by Head Teacher.***

Budget Agreed by Finance Department: \_\_\_\_\_

Final Agreement by Educational Visits Co-ordinator: \_\_\_\_\_

**Appendix 6**

## Code of Conduct for Students on Educational Visits

### All students should:

- Observe normal school rules.
- Cooperate fully with leaders at all times.
- Fulfil any tasks or duties set prior to and during the visit.
- Participate fully in all activities and sessions during the visit.
- Be punctual at all times.
- Not leave group sessions or accommodation without permission.
- Always return to the meeting point or accommodation at agreed times.
- Be in a group of not less than three students if granted indirectly supervised time.
- Avoid behaviour which may inconvenience others, and be considerate to others at all times.
- Respect all requests made by school staff and accompanying adults.
- Behave at all times in a manner which reflects positively on themselves, the party, and the school.
- Abide by the laws, rules, and regulations of the countries and places visited.
- Comply with customs and duty-free regulations.
- Not purchase or consume alcohol, tobacco products or purchase dangerous articles such as explosives and knives.
- Consult with school staff if in doubt about any issues.
- Accept that a full written report of any misconduct will be forwarded to the Educational Visits Coordinator/Headteacher and their parents.

## **Appendix 7**

### **Code of Conduct for Teachers and Support Staff** **Accompanying school visits both day and residential**

**The school's code of conduct for teachers and support staff remains in place during all school visits and staff are expected to abide by it.**

Townley Grammar School is a professional educational environment and therefore it is expected that all staff who work here conduct themselves in a manner befitting both their position and that of the school. All staff act as role models for the students here and affect the reputation of the school in their dealings with the public, whether this be parents, prospective parents or visitors.

As a community our individual actions affect each other and so all staff are reminded to be mindful of their words and deeds and the potential impact this may have on their colleagues and students.

- Supervising staff must be aware of the 'duty of care' which is placed upon them. The overall responsibility rests with the Head Teacher of the school
- The school's safeguarding and child protection policy will be implemented during all school visits
- The Education Visits Co-ordinator will assess the competence of the adults accompanying the visit. A record of training / experience / qualifications will be kept
- Staff accompanying the trip are to be mindful of their behaviour whilst supervision of students including 'remote supervision'
- Staff are not permitted to consume alcohol (unless not on duty – discretion needed) , smoke or take any of illegal substances on any school trips.
- All staff accompanying school trips are expected to treat each other with courtesy, respect and kindness.

APPENDIX 8

**SJV1/SVJ1a FORM – APPLICATION FOR HEADTEACHER & GOVERNOR APPROVAL  
RESIDENTIAL TRIPS**

<p><i>To be used for residential visits/journeys Please complete both sides of this form</i></p>		
<p><b>Form SJV 1 Application for Governors' approval</b></p>		
<p>This form should be completed by the teacher in charge of the visit/journey and forwarded as early as possible and at <b>least two months before the proposed date of departure</b> to the Head Teacher. After countersigning the Head Teacher will forward the application for approval by the Governing Body  <b>No visit or journey must take place without written approval on this form</b></p>		
Teacher in charge of visit/journey	Destination	
Is a preliminary visit planned?	Dates of journey From: _____	
Date of Visit _____	To: _____	
Will the journey involve absence during term time? _____	Transport arrangements	
Information relating to staff and students:		
Number of students: _____ Girls _____ Boys Age/year of students _____		
Accompanying staff, including the teacher in charge of visit or journey		
SLT approval of suggested staff:		
Signature of SLT:		
Teacher	Subject	Relevant qualifications
<b>Other accompanying adults:</b>		
Name	Status on visit or journey & relevant qualifications	

Purpose of the visit or journey and relevance to school curriculum (please details proposed preparatory and follow up work)	
Does the visit or journey specifically relate to public examination? Give details: Subject _____ Level _____ Date of Examination _____	
Itinerary – please include potential hazardous venues and /or activities	
Foreign holiday travel arrangements Is the tour operator a member of ABTA? _____	Name of tour operator
Are there concessionary arrangements for accompanying staff?	
<b>Type of Accommodation</b>	
<b>Security arrangements in the hotel/hostel/home</b>	
Will a claim be made to the LA for assistance?	
I certify that the above details are correct and in accordance with the schools policy on visits and journeys and that adequate arrangements have been made for insurance and supervision. I recommend approval by the Governing Body for this visit or journey.	
_____ <b>Head Teacher</b>	_____ <b>Date</b>
_____ <b>On behalf of the Governing Body</b>	_____ <b>Date</b>
<i>Please also include a full risk assessment and Budget Form (Appendix 5) with this form Risk assessments can be found on <a href="T:\Intranet\Educational Visits\risk assessments">T:\Intranet\Educational Visits\risk assessments</a></i>	

**NOTIFICATION OF APPROVAL OF A SCHOOL JOURNEY**  
**To be used for residential visits/journeys**

DESTINATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATES: From \_\_\_\_\_ To \_\_\_\_\_

SLT LIAISON PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

I AGREE THAT THE ABOVE SCHOOL JOURNEY CAN TAKE PLACE.

\_\_\_\_\_

**SIGNED ON BEHALF OF THE GOVERNING BODY**

*A copy of this form together with the completed SJVI should be submitted to the governing for approval. Please also include a full risk assessment with this form*

*Risk assessments can be found on <T:\Intranet\Educational Visits\risk assessments>*

**SJV4 FORM – APPLICATION FOR DAY VISITS – STAFF ACCOMPANYING**

**SJV4**  
**Please complete this form in full**  
**This form to be used for any day or half day visit, which is not part of regular curriculum activity**  
**Notification must be sent to the Head Teacher at *least 10 days* before the visit.**  
**Insurance cover is available through the School for those visits**

**School: TOWNLEY GRAMMAR SCHOOL**

Class/Group: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Visit to: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Activities Involved: \_\_\_\_\_

Accompanying Teachers: \_\_\_\_\_  
\_\_\_\_\_

Additional Supervisory Adults: \_\_\_\_\_  
\_\_\_\_\_

---

Date of Visit: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Transport Details: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Trip leader  
**(Please ensure you sign this form. An electronic signature is not acceptable)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
School Visits Coordinator

**Please also include a full risk assessment and Budget Form (Appendix 5) with this form.**  
**Risk assessments can be found on <T:\Intranet\Educational Visits\risk assessments>**

**SJV4b FORM – APPLICATION FOR DAY VISITS – NO STAFF ACCOMPANYING**

**SJV4b**  
**Please complete this form in full**  
This form to be used for any day or half day visit, which is not part of regular curriculum activity and where the member of staff is not accompanying students.

Notification must be sent to the Head Teacher at *least 10 days* before the visit.

Insurance cover is available through the School for visits

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School: **TOWNLEY GRAMMAR SCHOOL**

Visit to: \_\_\_\_\_

Purpose of Visit and relevance to Curriculum:: \_\_\_\_\_  
\_\_\_\_\_

Date and Time of Visit: \_\_\_\_\_

Class/Year Group: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Supervisory Adults: Number: \_\_\_\_\_  
Status: \_\_\_\_\_

Transport details: \_\_\_\_\_  
\_\_\_\_\_

Teacher Organising Link: \_\_\_\_\_

Other information/comments: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Organising Teacher  
**(Please ensure you sign this form. An electronic signature is not acceptable)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
School Visits Coordinator

**Please also include a full risk assessment and Budget Form (Appendix 5) with this form.**  
**Risk assessments can be found on <T:\Intranet\Educational Visits\risk assessments>**

**APPENDIX 11 – Sample Letters**

**Sample Letter for a School Journey – Not Related to the Curriculum  
Taking Place Outside School Hours (i.e. fully chargeable)**

June, 2013

Dear Parent / Guardian

**Re: Name of School Journey**

Paragraph 1 – Designed by trip leader.

The costs are broken down per person as follows: -

1)	Board & Lodging	£
2)	Travel	£
3)	Excursions Paid in Advance	£
4)	Insurance	£
5)	Sundry Expenses	£
TOTAL		£ _____

There are a limited number of places available on the trip. Therefore, if your daughter/son would like to take part, please pay a deposit of £\_\_\_\_ on line via your sQuid account and return the slip below duly completed to Finance Department by \_\_\_\_\_. Should the trip be oversubscribed, then places will be allocated by ballot and unsuccessful applicants will be refunded in full.

As we are non profit making we do not charge for more than the actual cost of providing the activity/trip and student participation is on the basis of parental choice and agreement to meet the charges. However, our students are given an equal opportunity to take part even if the parents/carers are unable to meet the full cost. In this instance, please write to the Head Teacher with supporting evidence i.e. Child Tax Credit award in the strictest confidence.

Please ensure that the balance of £\_\_\_\_\_ is paid by \_\_\_\_\_

Yours sincerely

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**To be returned in person to Finance Department by:**

I give permission for my daughter/son to attend the Residential Visit to \_\_\_\_\_ on

\_\_\_\_\_.  
I confirm that the deposit of £\_\_\_ has been paid on line via our sQuid account

Signed \_\_\_\_\_ Parent/Guardian      Date \_\_\_\_\_

Daughter's Name \_\_\_\_\_ Form \_\_\_\_\_

**Sample Letter for an Educational Visit or Activity - Within School Hours  
A Requirement of or Related to the Curriculum (i.e. funded by voluntary contributions only)**

June 2013

Dear Parent / Guardian

**Re: Name of Educational Visit**

Paragraph 1 – Designed by trip leader.

**Our aim when organising these non profit making events is to encourage and enhance your child’s education. However, as there is no other source of funding available to us we are obliged to ask for voluntary contributions in order to pay for the activity. Unfortunately, if insufficient contributions are received then we may have to cancel the event.**

**On this occasion we would like to ask for a voluntary contribution of £\_\_\_\_\_.**

**If you wish to make a voluntary contribution please make the payment on line via your sQuid account.**

**However, if you are in financial difficulties then please write, in the strictest confidence, to the Head Teacher, with supporting documentation, for consideration as financial support is available in some circumstances.**

**If you wish to enrol your daughter/son for the trip please complete the consent slip at the bottom of this letter and return it to the Finance Office by \_\_\_\_\_.**

Yours sincerely

=====

**To be returned in person to Finance Department by:**

I give permission for my daughter/son to attend the Residential Visit to \_\_\_\_\_ on

\_\_\_\_\_.  
I confirm that the deposit of £\_\_\_ has been paid on line via our sQuid account

Signed \_\_\_\_\_ Parent/Guardian      Date \_\_\_\_\_

Daughter’s Name \_\_\_\_\_ Form \_\_\_\_\_

**Sample Letter for a School Journey – Related to the Curriculum  
Taking Place within School Hours (i.e. board and lodging chargeable, remainder by voluntary contributions)**

June 2013

Dear Parent / Guardian

**Re: (Name of School Journey)**

Paragraph 1 – Designed by trip leader.

The costs are broken down as follows: -

1)	Chargeable Board and lodging costs	£-----
2)	Voluntary contributions towards travel and other costs.	£-----
	Total:	£-----

**Our aim when organising these non profit making events is to encourage and enhance your child’s education. However, as there is no other source of funding available to us we are obliged to ask for voluntary contributions in order to pay for the activity. Unfortunately, if insufficient contributions are received then we may have to cancel the event.**

**On this occasion we would like to ask for a voluntary contribution of £\_\_\_\_\_.**

**If you wish to make a voluntary contribution please make the payment on line via your sQuid account.**

**However, if you are in financial difficulties then please write, in the strictest confidence, to the Head Teacher, with supporting documentation, for consideration as financial support is available in some circumstances.**

**If you wish to enrol your daughter/son for the trip please complete the consent slip at the bottom of this letter and return it to by.**

Please ensure that the balance of £\_\_\_\_\_ is paid by \_\_\_\_\_.

Yours sincerely

---

---

**To be returned in person to Finance Department by:**

I give permission for my daughter/son to attend the Residential Visit to \_\_\_\_\_ on \_\_\_\_\_.

I confirm that the deposit of £\_\_\_ has been paid on line via our sQuid account

Signed \_\_\_\_\_ Parent/Guardian      Date \_\_\_\_\_

Daughter’s Name \_\_\_\_\_ Form \_\_\_\_\_

**Permission form for an educational visit**

For short educational off-site visits which depart from, and return to, School within the working day. (8.00 a.m. to 4.30 p.m.) Also for local evening visits such as theatre visits.

An Educational Visit to: .....

Date: ..... Form: .....

Time of departure: ..... Approx. time of return: .....

Transport is by: ..... Cost to be billed £ .....

Trip leader: ..... Department .....

Other details are as follows .....

**Permission Slip for an educational visit**

Student's name ..... Form .....

I give permission for my daughter to take part in the educational visit

to: ..... on .....

I understand that there is a cost to this trip and will make a payment via my SQUID account for the sum of:

£ .....

Signature of Parent/Guardian ..... Date .....

I have read and agree to abide by the School Code of Conduct for Health and Safety.

Signature of Student..... Date .....

Please complete this slip and return to the Trip leader, ..... by .....

**APPENIDIX 12**

**Permission form for a School Journey**

**Name of Student:** ..... **Form:** .....

**Proposed visit to:** ..... **at a cost of** .....

**Day and date of departure:** ..... **Departure time:** .....

**Day and date of return:** ..... **Return time:** .....

**Travel arrangements:** .....

**Passport Number:** ..... **European Health Card (EHIC)No: UK** \_ \_ \_ \_ \_

**Passport Expiry Date:**..... **Citizenship:**.....

**Which government issued the passport:**..... **Country of Residence:**.....

**PARENTAL CONSENT**

I have read the information in the booklet and I agree to my daughter/son taking part in the visit and in the activities described.

I agree to impress upon him/her the necessity to behave responsibly and appropriately and to help the leaders to ensure the safety of everyone on the visit.

I have seen the rules set by the Hotel and confirm that I agree with them and expect my daughter to adhere to them. I note the school policy that there is a ban on smoking, alcohol and the taking of illegal substances on school journeys. To ensure that safety of the group I agree that all activities will be organised on a whole group basis and no individual students will separate themselves from the group.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school’s educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

**4. Passport etc (for foreign visits only)**

I certify that the student has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

## 5. Declaration

I confirm that my child is in good health. I agree to inform the trip leader of any change in medical condition and I give consent to any administration of medication or blood transfusion as may be considered necessary by medically qualified persons and any first aid deemed necessary during the visit.

## 6. Insurance Declaration

I have read the copy of the insurance cover provided by the company and understand the limitations of the cover. I will take out any extra cover I consider necessary.

### Medical

- a) Does he/she have any condition or medical treatment requiring special medical attention? **Yes/No**

Give details:

- b) Does he/she have any special dietary requirements? **Yes/No**

Give details:

- b) Has your daughter/son been in contact with any contagious or infectious diseases, or suffered from a contagious or infectious disease in the last four weeks? **Yes/No**

Give details:

- c) Does your daughter/son have any allergies? **Yes/No**

Give details:

- d) When did your daughter/son last have a Tetanus injection? Date: \_\_\_\_\_

## 7. Finance:

**I have read the instruction about payment of any costs or voluntary conditions and undertake to pay these by the date stated. I understand that if I am unable to make any voluntary contribution that I should speak in confidence to the Headteacher before returning this consent form.**

**Hazardous activities:**

I understand the nature of the potentially hazardous activities and have appreciated that the school has made and will make every effort to ensure the safety of students during these activities, and that the school has obtained all the required safety management certification, and instructors' qualifications, for the activities.

**Swimming (if applicable):**

My daughter/son:

Can swim 50 metres in a pool	<b>Yes/No</b>
Is confident in a pool	<b>Yes/No</b>
Is confident in open inland water (e.g. lake)	<b>Yes/No</b>
Is safety conscious in water	<b>Yes/No</b>

I consent to my daughter/son taking part in the water activities described in the preliminary information. **Yes/No**

**Emergency contact arrangements:**

**I have read and understood the contact arrangements, and have provided an emergency contact number below.**

**Contacts:**

Contact telephone numbers:

Work: Home: Mobile:

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alternative emergency contact:**

Name:

Telephone number(s)

Work: Home: Mobile:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of family doctor:

Telephone Number:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Full name: \_\_\_\_\_

Name of student: \_\_\_\_\_ Form \_\_\_\_\_

Please return this Consent Form to the trip leader by (date) \_\_\_\_\_

I, the above named student promise to observe the Student Code of Conduct for Visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

**Signed by the student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

INCIDENT REPORT SHEET

NAME OF TRIP/VISIT:	
---------------------	--

DATE/S:	
---------	--

TRIP LEADER:	
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<p><b>DETAILS OF INCIDENT</b></p> <p>DATE: ..... TIME: ..... PLACE: .....</p> <p><b>SUMMARY:</b></p>
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**This form needs to be returned to Miss Totty ASAP**

SIGNED:	DATE:
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EVALUATION OF DAY TRIP/VISIT

To be completed by the Trip leader and retained in the school's central records (this can also be used for department follow ups, appraisal etc.).

Visit:

Department:

Trip leader:

What were your objectives?

Were these objectives met?            Yes /No    (delete as appropriate)

Do you plan to run this trip again?    Yes/No

Did the trip run without incident?    Yes/No

If not, what needs to be addressed in the future?

Signed.....Date.....

**APPENDIX 15**

**EVALUATION OF RESIDENTIAL SCHOOL VISIT**

To be completed by the Trip leader and retained in the school’s central records (this can also be used for department follow ups, appraisal etc..).

**Trip leader Name:**

Venue	
Purpose of visit	
Dates of visit	
Number in group	Students: _____ Supervisors from school: _____
Any commercial organisation involved	

**Please comment on the following as relevant:**

	<b>Rating out of 10</b>	<b>Comment</b>
Centre’s pre-visit Organisation		
Travel arrangements		
Content of educational programme provided		
Instruction		
Equipment		
Suitability of environment		
Accommodation		
Food		
Evening activities		
Courier/Representative		

**Other comments and evaluation, including “close calls” not involving Injury or damage:**

**Would you recommend that this trip runs again?.....**

**Signed.....Date.....**

APPENDIX 16

STAFF RECIEVED TRAINING

<u>TRIPS PROCEDURE</u>	<u>SUPPORTING A TRIP</u>	<u>LEADING A DAY VISIT</u>	<u>LEADING A RESIDENTIAL TRIP</u>	<u>FIRST AID TRAINED</u>