

EDUCATIONAL TRIPS POLICY



Board of Governor (Chair):

Principal:

Date:

There are social/educational events organised through the school and may take place at any time during the school year. Where children will go on their outing is decided among year group teachers in consultation with the Principal.

All children are encouraged to take part in this learning experience.

- The school will negotiate prices and arrange transport.
- Notification of all trips will be given to the kitchen staff well in advance to allow them to plan for Free School Meals pupils and dinners.

A letter will be sent to parents whose children are going on trips. The letter will contain the following information:

- Where pupils will be going;
- The day and date of the trip;
- The cost of the trip;
- What children will need to bring/wear;
- Time of departure; and
- Approximate time of return and any other information they may need depending on the age group and venue e.g. spending money

- If it is clear on the day that the return time will be delayed, a group call text message will be sent to all relevant parents.
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N.B. Parents will be asked to sign the reply slip at the end of the information letter and return it to the school.

- Sandwiches and drinks will be provided by the kitchen staff for all F.S.M. pupils who go on the trip.

SUPERVISION RATIO

- 1 adult to 8 -10 (infants)
- 1 adult to 15-20 (juniors)

The school will engage all classroom assistants, supervisory assistants and all teachers available. Our aim will be to have pupils adequately supervised and to ensure their safety at all times.

PUPIL GUIDELINES/CODE OF CONDUCT

- Go the coach in an orderly fashion;
- Do not rush or push at any time;
- Sit down in the coach and stay sitting;
- Keep happy and enjoy your day;
- Always listen well for instruction;
- Always keep an eye on the teacher/leader;
- Keep all scraps and papers for the bin;
- Leave the coach tidy and make sure all belongings are collected before leaving; and
- Thank teacher/helper and driver.