

Educational Visit Guidelines

1. It is the responsibility of staff to organise and complete proposal forms for their own visits. Costing should include payment for all adults as required.

Completed proposal forms should be given to the Headteacher for approval before booking. The Headteacher will discuss potential risks with the teacher before authorising the visit.

2. Book your visit, destination and travel arrangements as far in advance as possible preferably at least 3 weeks in advance.

3. Inform the school office of details of your visit as soon as it is organised. The school kitchen needs to know at least 2 weeks in advance how many children will **not** be requiring a dinner or the number of children who receive free school meals that will require a school packed lunch.

4. If you wish to use the minibus, book it on the calendar in the office and ensure you have someone to drive it.

5. The office will type letters home to parents about your visit. Draft the letter and give to the office preferably at least 2 days **before** you wish to send it out.

6. The letter should include:- Place of visit, times of leaving and returning to school, uniform or not, packed lunch arrangements - **NO GLASS BOTTLES**, footwear required, and cost (you must ask for a contribution towards the cost or the trip may not be able to go ahead). The letter must also include a permission slip for the parent to sign and return to you with payment.

7. Please keep a list of everyone who has paid by entering it on the 'Teacher's Record of Cash Received' pad. All money should be sent to the office with the pad as soon as it is received.

8. The office will discuss the method of payment of the entrance fees. Coaches will be paid for on receipt of an invoice.

9. You are responsible for organising parent help. You may take your own Learning Support Assistant, who will be paid.

Accompanying adult ratios within 60 mile radius:

Age

Under 8 - 8 : 1
8 - 18 - 20 : 1 (10 : 1 is more advisable)

10. All accompanying adult members of your visit and the school office require an information sheet with the following:

- a list of children in groupings and contact numbers
- the address and phone number of the place of the visit
- the school address and phone number
- the travel company name and phone number.
- a list of children named in groupings

11. Remember to take with you, a first aid kit, sick bucket, and don't forget the school camera!

Educational Visits

Have you

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Filled in a proposal form and done a risk assessment? |
| <input type="checkbox"/> | Received approval? |
| <input type="checkbox"/> | Booked the venue? |
| <input type="checkbox"/> | Booked the transport? |
| <input type="checkbox"/> | Informed the office? |
| <input type="checkbox"/> | Informed the kitchen? |
| <input type="checkbox"/> | Written a letter to the parents? |
| <input type="checkbox"/> | Fund sufficient adults to accompany the visit? |
| <input type="checkbox"/> | Arranged supervision if visit is longer than school day? |

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Prepared worksheets etc |
| <input type="checkbox"/> | Made adult information sheets |

On day of visit

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Collected first aid equipment and bucket? |
| <input type="checkbox"/> | Collected any packed lunches from kitchen? |
| <input type="checkbox"/> | Distributed adult information sheets (including office)? |
| <input type="checkbox"/> | Collected worksheets/stationery required? |