

PROCEDURE FOR EDUCATIONAL TRIPS

PARTY LEADER (Responsible for trip)

Think about where you would like to take your class/year group

Telephone establishment and **make enquiries** regarding availability, cost, etc.

Check school diary and calendar of events.

Discuss with Phase Leader and check school diary.

DO NOT BOOK TRIP YET!

COMPLETE THE TRIP REQUEST FORM AND RISK ASSESSMENT FORM

Trip Request Form and Risk Assessment Pack are saved in the staff shared drive folder named Educational Visits—25

Forms are passed to Phase Leader and then EVC for authorisation and signatures.

Class Teacher to book travel tickets if required (TFL)

ONCE THE TRIP HAS BEEN APPROVED BY THE EVC, THE PARTY LEADER SHOULD BOOK THE TRIP WITH THE ESTABLISHMENT

Signed Letters, Trip and Risk Assessment forms must be emailed to the Office Manager and EVC at least 3 weeks prior to trip (no trip will be put in diary or letter sent out without completed and signed forms)

Office will

- Email letter to parents
- Arrange for packed lunches
- Arrange Parent Volunteers and let teachers know who is available to accompany them
 - Put trips in diary

1 week before the trip:

Class teachers: Confirm parent volunteers and order for school packed lunches

Please remind pupils daily to return permission slips.
Trips will not go ahead if the above has not been followed.

On Day of Trip

- Class teacher to see EVC to collect Trip phone and Hi-Vis vests prior to leaving
 - Class teacher to get paper copy of register from Office
 - Class teachers to collect medication from office area
- Class teacher to meet EVC for debrief and return Phone and Hi-vis vests