

St Cyprian's Greek Orthodox Primary Academy



Trips and Residential visits policy and procedure

Revised: July 2015

Reviewed and ratified by Full Academy Trust:

Date: 23 / 6 / 2015

Signed: 

Name: A. TALLIS

Position: Chair of Ed. Committee

Our Mission Statement:

'The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

AIMS

- To broaden the curriculum beyond the boundaries of the Academy..
- To give ALL students the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally.
- To foster an enquiring mind and a spirit of wonder about the outside world.
- To encourage students to explore their own local community and beyond.
- To make trips enjoyable for both staff and students.
- To keep all children safe from hazards.

OBJECTIVES

- To detail the procedures required when organising a school trip.
- To define the type of trips that should be encouraged to take place.
- To identify the roles of trip organisers, accompanying staff and students.
- To identify the standards expected from all students participating in school trips.
- To identify the types of work to be completed on school trips.

PROCEDURE

To book any school trip, please collect a 'Booking a school trip pack' (appendix a) and follow the procedures there in.

To book a residential school journey, permission must be sought from the Academy Trust before the journey is booked. The School Business Manager will ensure insurance is booked for the entire duration of the journey.

Prior to the trip, the lead teacher must group the children accordingly with the adults. Any children with special or additional needs must be with the teacher. Any parent volunteers should have the smallest groups and should not be given children with particular needs.

All summer trips must be booked before the end of January, avoiding any trips in the month of July.

Volunteers should be given clear guidance by the lead teacher on how to behave and to ensure that the child's safety and welfare is their first priority. This includes not sending the children to the toilets on their own.

In the event of two coaches being provided, the lead teacher must ensure that they are on the biggest of the two coaches. Experienced teachers should be evenly spread across both coaches.

On the day of the trip the lead teacher must provide the office with a list of everybody who is on the coach, including staff and volunteers. The registration number of the coach must also be recorded on the form.

(Appendix b) In the event of more than one coach being used, the lead teacher must ensure that the registration number of the coach corresponds with the people on each coach.

Staff are advised to visit in advance where appropriate to ensure their trip is successful and safe.

This policy has been based on the Dfe good practice guide to Health and Safety of Pupils on Educational Visits.

Date of next review May 2016

Date of trip: _____
 Venue: _____
 Class: _____ or _____
 Group: _____

Booking a school trip pack

1. Teacher to complete coach booking form and risk assessment with as many details as possible. If travelling by bus or tram, at least 21 days' notice is required to book tickets for staff and pupils.
2. Give to Vicki Yeats
3. Put trip in the diary
4. Inform kitchen
5. Organise transport / bus tickets
6. Check parking/congestion charge for mini bus
7. Set up on Parentpay
8. A list of all children participating in the trip is required, if more than one bus is used, a list is required of which children are on which bus
9. Letter and risk assessment to be checked and signed.
10. Print and distribute letter to parents.
11. Give group leader a copy of risk assessment
12. A few days before check transport is still ok
13. On the day of the trip, ensure that the lead teacher has supplied the office with coach lists.
14. Once money is collected, tally up income and expenditure.
15. Total expenditure £_____ Total income £_____ Surplus/Deficit £_____
16. Ensure all paperwork for the trip is in the pack i.e. invoices for Coaches and venues, external risk assessments and TFL paperwork If the group travelled by London Transport
17. Sign off the school trip _____
18. File

Any Comments

Coach Booking Form

Date of Trip: ___ / ___ / _____	Full Name of Destination: _____
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Full address of destination _____			
			Post Code _____
Tel no: _____		Name of Contact: _____	
Time of pickup from school:		Time of pickup from venue:	
Name of staff organising trip:			
Which classes involved:			
Information for letter			
Which curriculum topic does this come under: _____			
Is spending money required? YES/NO If yes how much?£ _____			
Is this to be shown as a breakdown or calculated within the total cost _____			
Is lunch required? YES/NO			
What is the cost of the Venue? _____			
Are there any coach parking costs? If so, how much? _____			
Any more information for letter: _____			
No of child seats		Please remember: Foundation stage: 1 adult to 4 children KS1: 1 adult to 8 children KS2: 1 adult to 10 children	
No of staff seats (including first aiders)			
No of helpers:			
Total no of seats:			
For office use only			
Cost per child for Venue £	Coach £	Spending money £	Total per child £
Checklist:			
Coach Booked:			
Letter to coach company			
Order raised for coach			
Order raised for payment to venue			
Letter to parents			
Inform kitchen			
Inform music teachers			
Set up payment envelope			
Risk assessment form to teacher			
Signed risk assessment form from head teacher			
Confirmed coach 2 days before trip			
Cost of Coach			
Cost of Venue			
Cost of Parentpay			
Amount of pocket money collected			

RISK ASSESSMENT

Please complete in block capitals. Once you have completed this form please give to Vicki Yeats in the office.

Name of School: St Cyprian's Greek Orthodox Primary Academy

Name of group leader: _____ Date of Visit: __/__/____

Times of Visit: Leaving School _____ Leaving Venue _____

Year Group: _____ Class: _____ (if year group or class mixture please provide a list of children)

Venue Name: _____

Address: _____

Post Code: _____

Telephone: _____ Contact name: _____

Aim of visit: _____

Knowledge of Area: Yes No

Pre-visit Planned: Yes No

Are you going by coach: Yes No

If yes are there seatbelts: Yes No

Name of Coach company _____

If no how are you travelling: _____

Does the congestion charge apply? _____

Is there parking available? If so, where? _____

Please specify your whole journey including where you will cross roads, names of roads you will be walking down, mode of transport, any hazards you may come across until you reach your destination. Please use additional paper if required:

Number of Pupils: Male Female Total

Number of Adults: Adult/Pupil ratio: 1 Adult: _____ Pupils

Group Leader: _____ Contact number whilst on trip: _____

Deputy Leader: _____ Contact number whilst on trip: _____

First Aider: _____ Please ensure you have a first aid box with the Emergency Action Plan with you

Names of all other adults attending trip:

Name: _____	Name: _____
_____ CRB _____	_____ CRB _____
_____ CRB _____	_____ CRB _____
_____ CRB _____	_____ CRB _____

If you are going to an Activity Centre, please speak to the office to complete an Outdoor Activity Centre Safety Form (OACSA) as additional insurance may be required.

Office: Which insurance company have you used: _____

Please state policy number and any further details:

Zurich Municipal (Tel 0845 725 4910)

Are any of the activities within the special risk category? Yes No

If yes, possible hazards:

Type of Activities	Name of Staff & Qualification to Lead
_____	_____
_____	_____

Equipment required/taken:

I confirm that the visit has been arranged in accordance with the LEA's 'Guidance and Procedures for Educational Visits'. I will obtain parental consent and ask for the appropriate medical information. Attached is a copy of the proposed letter to be sent to all parents with full details of the visit and if appropriate a copy of the OACSA form.

Trip organiser name: _____ Signed: _____ Date: _____

Admin name: _____ Signed: _____ Date: _____

Headteacher name: _____ Signed: _____ Date: _____

Home Contact (for the duration of the visit): St Cyprian's Greek Orthodox Primary Academy
Springfield Road, Thornton Heath, Surrey, CR7 8DZ
020.8771.5425

Date of trip: _____ Venue: _____

Class: _____ or Group: _____

Coach registration number:	
Name of people on coach	Name of people on coach
1	37
2	38
3	39
4	40
5	41
6	42
7	43
8	44
9	45
10	46
11	47
12	48
13	49
14	50
15	51
16	52
17	53
18	54
19	55
20	56
21	57
22	58
23	59
24	60
25	61
26	62
27	63
28	64
29	65
30	66
31	67
32	68
33	69
34	70
35	71
36	72

