

PARENT GUIDELINES – TRIPS AND VISITS

Dear parents/carers

Thank you for agreeing to help on our school trip. Support from parents on school trips is always very much appreciated. Without your help, we would not be able to take our children out on trips. We hope you enjoy the day and look forward to seeing you again on future trips.

To ensure the safety of all our pupils on our school trip, please read the guidelines below. If you have any questions, either before the trip or during the trip, please speak to the class teacher.

- Please ensure that you and the children in your group are safe at all times. Alert the class teacher immediately if you have **any** concerns regarding health and safety.
- When taking part in a school trip you may be asked to take responsibility for the safety of a small group of children. We would therefore ask you not to bring younger siblings / babies with you.
- Make sure you know the purpose of the trip and what you will be doing on the trip.
- Make sure you are aware of any special requirements the children in your group may have. Please also stay with the group of children that you have been given - this may or may not include your own child/ren and do regular 'head counts'.
- If a serious behaviour issue arises, please refer the pupil straight to the class teacher.
- Please be extra vigilant when using public transport. Ensure children are safe and support school staff to ensure all children are accounted for at all times.
- **Please do not use your mobile phone when you are on the trip.**
- Please do not take photographs of other children on your own device.
- **Please do not smoke in front of or close to children.** If you need to smoke, please let a member of staff know and move away from the children so they cannot see you.
- To ensure all pupils are treated fairly, please do not buy any gifts/sweets for the group of children you are with. Some children have serious allergies - we ask that you do not share food of any kind during the trip.
- If you need to take a group of children to the toilet, please alert school staff so a member of staff can accompany you - **do not go into the toilet cubicles with them.**
- When on a trip with school, you will be seen as a role model for the children. e.g.
 - Reminding children to listen carefully
 - Reminding children of their manners, e.g. on buses and trains.
 - Not smoking in front of children
 - Not swearing or speaking inappropriately in earshot of the children

Thank you again for giving up your time to join us on a school trip. It really is very much appreciated.