

Wallace Fields Infant School and Nursery



Educational Visits Policy

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: September 2023

Next Review: September 2025

Wallace Fields Infant School is proud to be a part of South Farnham Educational Trust.



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Document History

Date	Version	Amended By	Comment (e.g. reason for version change)
21.01.16	1	Christina Lane (EVC)	Policy review and update in line with new guidelines
5/5/16	2	Nicky Mann Christina Lane	Review of tracked changes and adding checklist appendices
24.02.17	3	Katie Muir	Updated to include reference to LAC children.
11.06.2019	4	C Pasley (EVC)	Reviewed with several changes
12/06/19	5	Nicky Mann	Ratified by SLT
07.04.2021	6	C Pasley (EVC)	Updated Operation Duke Card Risk Assessments Class Teacher Checklist Adult Helper Trip Information (updated with COVID comment) Edward Thomas Details Link to Assistant Teacher Checklist Link to School Trip & Workshop Booking Checklist - CP
19/04/21	7	Nicky Mann	Ratified by SLT
30.10.2023	8	Katie Muir	Updated Personnel

Introduction

Wallace Fields Infant School & Nursery provides many opportunities for its children to enhance and deepen their learning through the use of off-site educational visits. Throughout their time at Wallace Fields Infant School & Nursery all children have the chance to experience a variety of educational visits / workshops in school which help to enrich their experience of the curriculum. The policy conforms to guidance from: Surrey County Council-guidelines for Educational Visits and Outdoor Education Activities.

Roles:

Role	Title	Name
Duty Officer:	Headteacher	Katie Muir
Deputy Duty Officer	Deputy Head Teacher	Anita Kelly
EVC (Educational Visits Coordinator)	Office Administrator	Anita Kelly
Group/Party Leader	Year Group Leader	Class Teacher
Administrative Lead	Administrative Assistant	Rachel Vohra

Aims

The purpose and value of educational visits /workshops are:

- To support learning in the class
- To provide children with real life contexts for their learning
- To help children build relationships and develop self esteem
- To develop and enhance children's independence
- To have a fun, worthwhile school trip / workshop, whilst ensuring safety.
- To provide good value for money

Approval for Off-Site Educational Visits

All educational visits must be approved before the visit takes place by the EVC (Educational Visits Co-ordinator) and the Head Teacher. The Head Teacher and the EVC should be satisfied with the purpose, planning and proposed staffing for the off-site activity.

In order for approval to be given, visits should:

- i. Have significant educational value;
- ii. Have given due consideration to financial and safety aspects;
- iii. Be suitable for all of the pupils involved;
- iv. Be inclusive;
- vi. Be linked to work within school by preparation and follow-up activity.

Roles and Responsibilities

The Head Teacher

The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. In addition, the following responsibilities and duties are undertaken:

1. Ensure that visits comply with all guidelines and regulations set out by the school and the LEA regarding health and safety;
2. The purpose of the activity is appropriate for the group involved;
3. The visit's educational objectives are inclusive;
4. The ratio of adults to children is appropriate;
5. With the EVC, the risk assessment has satisfactorily responded to all issues raised from all relevant information, including preliminary visits;
6. A de-brief is carried out with the EVC and group leader following any significant incident.
7. There are adequate safeguarding procedures in place;
8. Group leaders have been allowed sufficient time to organise visits properly;
9. The mode of transport is appropriate and travel times out and back are known, including pick up and drop off points.

The Educational Visits Coordinator (EVC)

The EVC ensures that all off-site activities follow the correct procedures. The EVC will approve the group leader for all visits and will monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

1. Support the group leader in identifying the purpose of the visit and the selection
2. Advise the group leader about supervisory ratios;
3. Assist with planning and writing a risk assessment for the visit if support is needed;
4. Ensure that the group leader understands how to contact the Duty Officer and other emergency contacts.
5. Keep records and make reports of accidents and 'near accidents';
6. Review and regularly monitor procedures

The Group Leader

The group leader has overall responsibility for the control and leadership of staff and children throughout the duration of the visit or journey.

The responsibilities of the group leader include:

1. Obtaining the appropriate level of approval for every visit or journey
2. Appointing a deputy
3. Ensuring adequate first aid provision is always available
4. Being aware of safeguarding issues
5. Reviewing each visit, informing the Head Teacher and EVC concerning any significant incident or where adjustments might be made
6. Ensuring supervision ratios are appropriate and supervisory practice is good
7. Completing a thorough risk assessment, taking into account issues raised by their preliminary visit
8. Preparing the staff attending the visit, ensuring that roles and responsibilities have been clearly established for each member of staff
9. Ensuring that all staff are made aware of the emergency procedures and know how to get hold of the school's emergency contact. Staff must also have a good knowledge of any medical or special needs the young people may have.
10. Completing the school Trip r/ visit request form (**Appendix G**)

The Administrative Leader

The Administrative Leader has overall responsibility for the administrative side of the trip i.e. booking the trip, organising transport if needed, sending trip emails to parents, voluntary contributions etc. The main role is to give class teachers a copy of the School Trips Policy which includes a copy of the teacher checklist to complete (**Appendix D**). The Administrative Leader will also be responsible for ensuring the Trip Visit request form (**Appendix G**) is complete.

Planning a visit

It is vital that the Group Leader has formally completed plans on the EVOLVE system and **Appendix D** (School trip Checklist) for all visits before the day of departure. Group leaders should satisfy the Head Teacher and EVC that the visit has sound aims and objectives and that they have considered the potential dangers and problems of the visits and has planned and taken action to reduce them. The following points should be regarded when planning a trip:

1. Staffing
2. Transport
3. Programme for the trip
4. Emergency procedures
5. Medical, dietary and special needs
6. Risk assessments;
7. Preliminary visits

It is essential that the needs of all children participating in the trip are considered. Under the Equalities Act, it is unlawful to treat a disabled person less favourably or to fail to take reasonable steps to ensure that disabled people are not placed at substantial disadvantage without justification. Schools should show that the needs of all attendees have been considered and that reasonable adjustments have been made if necessary. Consideration of how any necessary adaptations for Looked After Children needs to be made prior to the visit. This will be discussed with the Designated Teacher for Looked After Children.

Aims of a preliminary visit

The Head Teacher must ensure that a preliminary visit is carried out. A preliminary visit is an important and legitimate part of planning for any educational visit. The preliminary visit will help party leaders to gain a detailed insight into the venue, providing information for risk assessments and operational procedures. The preliminary visit should take place after 2:30 or during PPA time.

Other purposes of a preliminary visit are to:

1. Check that the venue satisfies the aims and objectives of the proposed visit.
2. Discuss with a member of staff the content of any talk, ensuring that it fits in with the aims and objectives of the proposed visit.
3. Undertake a site risk assessment.
4. Check that the venue can cater for the particular needs of the staff and children.
5. Become familiar with the area and surroundings before taking a group there e.g. roads that must be crossed

Risk Assessments

It is a legal requirement for a risk assessment to be completed for all off-site visits. It needs to show that a proper check was made, those who might be affected were considered, action was taken to deal with all the significant hazards, the precautions were reasonable and the remaining risk was low. This information must be available as it could be required by a court of law.

Note: your risk assessment becomes a legal document if any claim of negligence or injury is made by a participant or parent.

It is the Group Leader's responsibility to complete the risk assessment with support from their year group partner. Group Leaders are not required to undertake the risk assessment of activities run by external providers, although it is good practice to receive a copy of their risk assessment.

Frequent visits do not need a new risk assessment each time; however if circumstances of the visit change at all then the risk assessment should be updated in the light of these changes.

A risk assessment is considered an evaluation of potential hazards and the level of risk associated with them. The aim is to identify how the hazard and risk can be controlled and reduced so that people do not suffer injury or illness. It is vital that once identified the control measures are understood and implemented by those involved.

A risk assessment should be reviewed every time there is a change to the activity, type of group, location; every time a group returns from a journey or visit; every time there is a 'near accident'. A 'near accident' can be simply defined as an incident that almost happened and which would have resulted in injury or harm.

Throughout the duration of the visit the group leader and other members of staff should be continually reassessing the risks. Group leaders should trust their professional judgements and understanding of their young people. Ultimately the Group Leader is responsible for the group and should be able to use their own judgements to cancel or alter hazardous activities, even if contracted activity leaders are running them.

All risk assessments should be completed using the online Evolve system – www.surreyvisits.org.uk where details of the trip, including venue, transports, accompanying adults are entered. The Wallace Fields Infant School and Nursery Assessment should also be uploaded to this website (see Wallace Fields Infant School &

Nursery Risk Assessment Masters Policy). All teaching staff have their own log in to Evolve. If a new login is required, please speak to the EVC.

All risk assessments must be authorised by the EVC and the Head Teacher before the day of departure of the visit.

Supervision

Adult supervisors in charge of young people during a visit have a duty of care to make sure that remain safe and healthy. All adults should receive a copy of the "School trip Information for adult helpers" sheet (**Appendix E**). Parents and volunteers may be used to enhance the supervision of school visits and off-site activities. They should be carefully selected and ideally well known to the school and young people. In situations where it is proposed that the children, relatives or close friends of staff will be with a school on an off-site activity, there is a risk that a conflict of roles may occur. With this in mind, roles and responsibilities of all adults must be made clear i.e. that his/her first duty is to the group as a whole. Any adult not accepting this should not be chosen. Adults should ensure that all supervision is pro-active and that they are constantly assessing and reacting to circumstances. Regular head counts are an essential part and are especially important when moving from place to place within a venue or during travel.

Ratios

It is important to have a high enough ratio of adult supervisors to young people for any visits. The Head Teacher should decide the appropriate ratio, based on:

- Sex, age, group, ability and location;
- Experience of adults in off-site supervision;
- Competences and qualifications of staff, both, general and on specific activities;
- Competence and behaviour of young people;
- Venue
- Duration and nature of journey;
- First aid cover

Transport

Parents or carers need to be informed of and ask to give their consent to all the modes of transport by which their children will be journeying. Coaches used must have seatbelts and seatbelts must be worn. Good overall management of behaviour should be maintained from a position with a suitable field of view that is in close proximity to the emergency exit. Another adult should sit close to the driver and any additional adults should be dispersed throughout the vehicle, not sitting together.

There is no obligation for teachers to transport pupils in their own cars. In certain circumstances, which have been agreed in advance by the Head Teacher, teachers may provide transport to pupils in their own cars. In these circumstances, the teacher must ensure that the parent is aware and they have the necessary car insurance. Teachers will not travel in a car on their own with one pupil.

Emergency Procedures

The Duty Officer for Wallace Fields Infant School is the Head Teacher.

The Deputy Duty Officer is the Deputy Head Teacher.

The Duty Officer is the person who will support the Group Leader and group in the event of a serious incident, accident or emergency, or any occasion where there might be media interest. He or she must be an experienced, senior member of staff who has sufficient authority to be able to offer support and guidance in difficult circumstances.

The Duty Officer must have full and complete details of the journey, including contact details for participants and staff. The Duty Officer must be available for the Party Leader until the group has returned safely. In the event of a serious incident, the duty officer should immediately seek advice and support from the LEA. The procedure is outlined in **Appendix B**.

Operation Duke is the name of the LA emergency response scheme. It provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LA who have been trained to assist if an emergency or serious incident occurs. **See Appendix C** for Operation Duke Card. Operation Duke cards should be taken on all trips.

Expectations of staff

Staff are expected to wear comfortable clothes that are of smart, casual appearance.

All Wallace Fields Infant School staff should wear their staff lanyards out on educational visits.

There is a strict no smoking and no alcohol policy on day trips.

Staff leading a trip should ensure that everyone who is assisting on the trip, whether it a member of staff or parent, is fully briefed on the trip. The Group Leader should ensure that every adult receives a pack of information, including Information about the trip and group, an itinerary of the trip, Operation Duke Card and a map of the location if possible.

Medicines needed and accidents that happen on trips should be recorded and the recording of accidents should be as per normal school procedure for example in accident record book. Staff are allowed to take a school camera with them to photograph the children on the trip, however no adult should take photographs of children using their own personal photographic equipment, i.e. mobile phones, cameras, tablets, etc. **In line with GDPR we send a password protected tablet with the Lead Member of Staff and photo taking on the trip are done so on password protected l pads.**

Parental consent

It is essential that the parent/carer be asked to give his/her written consent well in advance of a planned journey or visit. If the visit is local, requires no transport and is a regular part of school activities then consent is only required once, at the beginning of the academic year.

The Head Teacher must ensure that parents/carers are fully aware of the nature of the visit and the activities to be undertaken and have given their written consent.

If a parent or carer refuses then the young person may not attend. However, every effort should be made to deliver the curricular aims of the journey or visit by other means.

Parents/carers need to give written consent that emergency medical action can be taken by doctors as necessary. If consent is withheld, the Head Teacher can withdraw the young person from the trip. However, withdrawing a young person would be a last resort: instead, it should be explained to parents/carers that the Group Leaders would communicate their wishes to medical staff but the responsibility for any medical decision would lie with the doctor or other appropriate professional. The Group Leader would attempt to contact the parents/carers but in an extreme emergency this might not be possible.

Appendix B

Guidance Note for Duty Officers

In the event of a serious accident or incident involving a group on any form of off-site activity, it is paramount that the Party Leader should receive as much support as her or she needs.

Serious incidents are fortunately rare – this can however lead to complacency, which must be guarded against. Therefore you will need to ‘think on your feet’. This could be difficult under pressure and the following guidelines will help.

Be prepared

- You must have comprehensive details about the group and the journey. This will include contact and medical details for all involved (including staff and volunteers) and full details of the itinerary, addresses, travel/coach company etc.
- You must have immediate access to these procedures, and the information and means to use them at all times.
- Make sure you are familiar with all the county guidelines for off-site activities.

Answering the emergency call

You will need to gain and record the following information:

- Name of the group;
- Name of the party leader/caller
- Telephone number the caller is speaking from
- What happened?
- To whom?
- Where?
- When?
- What has happened since?

If a fatality is involved or suspected

- Has this been confirmed?
- By whom?
- Have any next of kin been informed? (NB: In the event of a fatality it will normally be the Police who contact the next of kin.)

General advice

Advise the Party Leader to follow instructions from the local police/emergency services, and unless they specifically request otherwise, your advice to the Party Leader should be to:

- Keep the party together;
- Co-ordinate any contact with parents or any outside bodies;
- Refer media attention to the police or County Council Press Officer – do not answer questions;
- Remain available: it is necessary for the party to change location, they must advise you of the new telephone number.

Next steps

In office hours;

Telephone the contact centre 08456 009009 and explain that this is an ‘educational visits emergency’ and you wish to contact a Senior Education Officer.

(Note: Most Head Teachers will have the contact details of their LEO or other senior officer and will prefer to contact them directly.)

Outside office hours:

Telephone the SCC Emergency Planning Officer on 07831 473039.

A senior officer, trained to deal with off-site emergencies, will contact you, and you should give them all the details including your telephone number. The senior officer will then contact the following:

- Duty Press Relations Officer
- The Head Teacher of the group involved where applicable
- Unit head(s)
- Other senior officers, to establish a support team.

Consult with the senior officer on how best to inform parents. If the local emergency services have not already undertaken to do so. It may be better for the senior officer or another colleague to do this, as you must remain available for the Party Leader to contact.

Maintain a written record/contemporaneous notes of events, including the times of telephone calls, etc.

Appendix C
Operation Duke Card



Wallace Fields Infant School & Nursery

"High achievement and success with a smile."



IN CASE OF FATALITY OR EMERGENCY:

- Inform local emergency services **Telephone: 999**
- Inform your Duty Officer **Work Telephone: 020 8394 0647**
Mrs Katie Muir **Mobile: 07801 953462**
Miss Anita Kelly **Mobile: 07943 803718**
- If Duty Officer unavailable, call SCC Emergency Management Duty Officer **Telephone: 07831 473039**
- You will be answered by:
 - the SCC Emergency Management Team Duty Officer - you must quote **'OPERATION DUKE'**
 - or - an answer phone – quote **'OPERATION DUKE'**, leave a message and your number
 - or - A messaging service - quote **'OPERATION DUKE'**, leave a message and your number.**An expectation has been set for the call to be returned within 5 minutes**

DO NOT SPEAK TO PRESS OR MEDIA

Please Refer to Surrey County Council Duty Press Officer

Daytime Telephone: **020 8541 8996/9962**

Out of hours Telephone: **020 8541 7920**

Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Management Team Duty Officer

When contacting duty officer or emergency planning officer be prepared to give the following information:

- Quote **'OPERATION DUKE'**
- Your full name
- The telephone number you are calling from
- Name of group involved
- Exact nature of the incident
- Is a fatality involved? Has it been confirmed? By whom?
- Full name(s) and ages of injured person(s)
- Exact nature of injuries
- Whether local police or emergency services have been informed
- Whether any next of kin have been informed, if so, how?
- If contacting Emergency Management Duty Officer, name and number of unobtainable Duty Officer

Wallace Fields Infant School and Nursery



Teacher School Trip Checklist

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This checklist is to be given to the class teacher by Rachel Vohra in the school office 4 weeks prior to a school trip. It is to be completed by the Class Teachers and given to the School Office the day before the school trip where it will be reviewed by the EVC.

Table below is to be completed and signed by each class teacher		To be completed on Evolve?	Class: _____ Teacher's Name: _____	Class: _____ Teacher's Name: _____
Action to be taken	Date to be completed by	Yes or No	Tick when completed	Tick when completed
I have visited the venue	At least ONE month before	NO		
I have completed a risk assessment	At least THREE weeks before	YES		
I have submitted my risk assessment to the EVC	At least THREE weeks before	YES		
All adults are aware of the children who may need medication (in accordance with the school policy)	Week before trip	NO		
Checked the children on medication	Week before trip	NO		
Large bottle of water and plastic cups (to be left in the coach during the day)	Week before trip	NO		
Sick bucket with lid for each coach – in addition bring plastic gloves, wet wipes, nappy sacks and spare clothes	Day before trip	NO		

I have read and understood the school trips information for helpers and given a copy to each adult going on the trip to read	Day before trip	NO		
First Aid Kit with each teacher	Day before trip	NO		
Each class teacher has a mobile phone	Day before trip	YES		
Epi-pens have been collected from the school office and inhalers taken from the classroom	Evening before the trip	NO		
I have collected an operation Duke Card from the office	Day before trip	NO		

Wallace Fields Infant School and Nursery



School Trip Information for Adult Helpers

I confirm that I have read the School Trip Information for Adult Helpers prior to the school trip

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

PROCEDURES FOR OFF SITE EDUCATIONAL VISITS (Adult Helpers)

- ✓ A mobile phone will be taken with each teacher and number left in the school.
- ✓ Adults do not smoke or drink alcohol during school trips
- ✓ Teachers/TA's to take a school camera with them to photograph the children on the trip
- ✓ No adult should take photographs of children using their own personal photographic equipment, i.e. mobile phones, cameras, tablets, etc.
- ✓ A member of staff will be on school premises to meet the children coming back from trips
- ✓ Parent helpers are not allowed to take their other siblings on trips.
- ✓ All parent helpers should read and sign the **School Trip Information for Adult Helpers** (this document) prior to going on the trip
- ✓ Each adult will be given a list of children they are responsible for, as well as an itinerary – which will include any information about meeting points. The class teacher will ensure the helping adult understands their role, especially the importance of reporting any problems to the teacher immediately.
- ✓ The teacher will have a master list detailing which child is with which adult
- ✓ Children are not allowed to take money on school trips and shops are not to be visited with the parent helper.
- ✓ As we have pupils in Shining Stars Nursery, Reception, Year 1 and Year 2 with severe allergies, therefore, we ask that food is not shared in any way and the children are only allowed to consume the food provided by WFIS & Nursery which is included in their School Packed Lunch – food sharing is not acceptable under any circumstances
- ✓ Children will wear school uniform on a trip unless there is a special reason not to do so.
- ✓ When children are walking, they will walk in pairs in crocodile fashion and will be reminded that they are representing the school and exemplary behaviour is expected.
- ✓ In line with school policy, can we please remind you that mobile phones and social media are not to be used during the school trip (both during the event and travelling to and from the event).
- ✓ COVID - In line with WFIS & Nursery Protective Measures policy, can we please remind you that you adhere to guidance / procedures from Event Lead / Class Teachers
- ✓ And last but not least many thanks for volunteering to accompany us on this trip – we simply could not do it without you!

Appendix F

Action to be completed	Tick ✓
Name and mobile number of coach driver 1	
Name and mobile number of coach driver 2	
School trips checklist received from teachers <i>(to be attached to this form)</i>	
School trips policy read by teachers	
School trips procedures read and signed by Parent helpers	
Teachers collected First Aid Kit, Epi-Pens from office	
Operation Duke Card given to Teachers	
List of group and adults received from teachers	

In addition ensure class teachers have:

- ✓ Printed list of medical / dietary for children
- ✓ Printed list of children who can / cannot be photographed
- ✓ Print out of school trip log with helpers listed

Signed: _____

Office Administrator: _____

Date: _____

COACH COMPANY IS:

*Edward Thomas & Son
442 Chessington Road
West Ewell
Surrey
KT19 9EJ*

Tel: 02083974276 / 3774

Fax: 02083975276

Web: www.edwardthomasandson.co.uk

Mobile Numbers and Drivers for (Year Group) Trip to (location) are:

Driver #1

Name and Mobile Phone Number

Driver #2

Name and Mobile Phone Number

Appendix G
School Trips/Visits request



School Trip/Visit Request



Type of trip/visit:	<input type="checkbox"/> Local Visit <input type="checkbox"/> School Trip	
Year group(s):	<input type="checkbox"/> Year 2 <input type="checkbox"/> Year 1 <input type="checkbox"/> Reception <input type="checkbox"/> Nursery Big Stars <input type="checkbox"/> Nursery Little Stars	
Class(es):	<input type="checkbox"/> Owl <input type="checkbox"/> Hedgehog <input type="checkbox"/> Butterfly <input type="checkbox"/> Silver Stars <input type="checkbox"/> Little Stars	<input type="checkbox"/> Kingfisher <input type="checkbox"/> Badger <input type="checkbox"/> Bumblebee <input type="checkbox"/> Gold Stars
Trip location (full address):	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	
Specific activities required:	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	
What area of the curriculum are you planning to support with this trip/visit?	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	
What learning outcomes do you hope to gain from the trip/visit?	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	
Method of transport:	<input type="checkbox"/> Walking <input type="checkbox"/> Coach(es) <input type="checkbox"/> Parents to provide transportation	
Preferred trip dates: <i>(Please check calendar for clashes and note that trips requiring a packed lunch cannot take place on a Monday)</i>	1 st preference:	
	2 nd preference:	
	3 rd preference:	
Preferred arrival time at venue: <i>(or departure time from school for local trips)</i>		
Preferred departure time from venue: <i>(or arrival time at school for local trips)</i>		
Preferred planning visit / risk assessment	1 st preference:	

dates: <i>(if possible, to take place after school – please agree dates with Headteacher)</i>	2 nd preference:	
	3 rd preference:	
Member of staff leading the trip:		
Names of other staff attending: <i>(indicate whether any staff are one-to-one)</i>		1-2-1? <input type="checkbox"/> Yes <input type="checkbox"/> No
		1-2-1? <input type="checkbox"/> Yes <input type="checkbox"/> No
		1-2-1? <input type="checkbox"/> Yes <input type="checkbox"/> No
		1-2-1? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional adults required per class:	Little Stars:	
	Silver Stars:	
	Gold Stars:	
	Bumblebee:	
	Butterfly:	
	Badger:	
	Hedgehog:	
	Kingfisher:	
	Owl:	
What do the children need to bring to school on the day of the trip?	<input type="checkbox"/> Book bag	
	<input type="checkbox"/> Backpack	
	<input type="checkbox"/> Water bottle	
	<input type="checkbox"/> Wellies	
	Other <i>(please provide details)</i> :	
Will a school packed lunch be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Remember to complete your Risk Assessment and send it to Anita Kelly and Katie Muir five weeks prior to the trip.

Costings

Activity price (child):		<input type="checkbox"/> Per child <input type="checkbox"/> Per class <input type="checkbox"/> Total for group
Activity price (adult):		<input type="checkbox"/> Per adult <input type="checkbox"/> Per class <input type="checkbox"/> Total for group
Number & price of coaches:		per coach
Transportation price (total):		<input type="checkbox"/> inc. VAT <input type="checkbox"/> exc. VAT
Trip price (total):		per child
PTA funding:		

Authorised by Headteacher

.....

.....

Signed

Date