

Advice for planning a short (i.e. day or part day) school trip

Each pack contains sheets (labelled A – E) which *must* be completed in order.

- A1 / A2 Authorisation of planned trip by head teacher. The A1 form *must* be signed by the headteacher and returned to the member of staff organising the trip before moving on to Form B. The risk assessment form (A2) should also be completed - please highlight any relevant risks and add any risks specific to trip in the space provided. Copies of A1/A2 must be signed and copies retained by the member of staff organising the trip.
- B. Letter informing parents of trip. The pack contains an example of a letter which can be sent out to parents. There is no standard letter but all trip letters must contain the information highlighted in the example as well as stating whether girls should be wearing school uniform or not. A copy of the letter should also be given to the office staff so that they can inform parents if required
- C. Coach booking. This form should be given in to the office as soon as the letter has been sent out to ensure sufficient time to book a coach.
- D. Request for packed lunches – this should be handed into the kitchen at least one week before the trip. It is important to include the number of child and adult packed lunches required
- E. Inform other staff affected by trip. All specialist staff need to be informed of the trip so that they can make other arrangements in advance. A copy of the letter should also be posted on the staffroom noticeboard to ensure all staff are

made aware of the trip. It is also important that any specialist staff (PE, French, Music, Drama) arranging a trip inform any teaching staff that they will not be able to provide lessons on that day.

Once all the forms have been completed and distributed, copies of forms A1, A2, B, C and D should be given to the EVO (currently Clare Lloyd-George). The EVO must be in possession of these forms at least 2 days before the date of the trip. The EVO or the Headteacher may ask to see the forms at any point up to and including the day of the trip.

Checklist

Completed risk assessment and permission form?	
Obtained a signed copy of permission form from Head?	
Informed parents by letter?	
Booked coach?	
Ordered packed lunches	
Informed all staff affected by the trip?	
Relevant forms given to EVO in advance of trip?	