

# SCHOOL POLICY ON EXCURSIONS

**All Excursions and trips must be organised taking full account of:**

## **Education Management Circular No. 3.25**

Staff should then make sure that the following additional school procedures are followed.

### **BEFORE AN EXCURSION**

- Check with the school calendar to make informal decisions.
- Check suitability of the excursion with appropriate DHT.

Initial approval depends on:

- Appropriateness.
- Staff already out of school.
- Complete Form EV5 with support documentation:
  - financial details:
    - Full breakdown of costs.
    - Full breakdown of all funding including the source supporting the trip.
    - Details of cost to pupil.
  - supervision details.
- When there is a cost to the pupil for an excursion please ensure:
  - That a non-returnable deposit is collected from the pupil / Parent / Carer.
  - That the full balance is collected before the excursion.
  - No pupil should be allowed to travel unless the full payment has been made.

**NOTE:** No bookings should be made until the EV5 form has been signed. The names of proposed staff will be included on the form and nominated emergency contact at base.

### Letters to Parents / Carers CHECKLIST

- Detailed dates and times
- Costings
- Meal arrangements
- Additional monies

## **SPECIAL CLOTHING / EQUIPMENT EMERGENCY CONTACT INFO (FOR RESIDENTIALS)**

Role of emergency contact at base:

- to be available for trip leader to phone
- able to pass on messages to parents
- takes a report that the trip is home
- has a copy of permission slips at home

All permission slips to be in the hands of the trip leader one working day before the trip.

During an Excursion

- All pupils wear school uniform on excursions.
- With SPORTING OCCASIONS, pupils should wear uniform and change on arrival at the venue, then change for the return journey.
- On FIELD TRIPS, pupils should wear school uniform on the top but with appropriate trousers /boots etc.

## **STAFF / PUPIL RATIO**

The norm will be two members of staff for a trip of 13 members or more. If the trip is bigger, the ratio will not be 1:13. For example – 27 pupils could go with two members of staff.

## **DURING THE TRIP**

The school must be kept informed of any accident or emergency no matter how minor. Contact should be made direct to the school during school hours or the Emergency Contact and duty SLT member or Head Teacher out of hours.

## **THE SCHOOL OFFICE**

- Prepare permission forms for issue pupils.
- On receipt of the completed permission forms:
  - Update the school register.
  - Provide the trip leader with:
    - Two copies of a trip register:
      - First copy to be completed at the start of the trip and left with the school.
      - Second copy to be used on the trip.
    - A copied set of the permission forms.
  - Provide the emergency contact with:
    - A completed copy of the trip register.
    - A copied set of the permission forms.