CHANNING SCHOOL

Educational Trips and Visits Policy

This policy applies to the whole School including to the EYFS

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Reviewed by: Gurvinder Bhamra-Burgess (Assistant Head Co-Curricular), Dulcie Wright (Assistant Head Co-Curricular) and Senior School Nurse

Approved by: Dina Hamalis (Head of the Junior School), Molly Brant (Deputy Head of the Junior School), Freddie Meier (Deputy Head) and Roy Hill (Bursar)

Signed by: Board of Governors (Estates/Education Committee)

EDUCATIONAL TRIPS AND VISITS POLICY

This policy should be read in conjunction with the Risk Assessment for Pupil Welfare Policy, First Aid Policy, Health and Safety Policy, Behaviour and Discipline Policy, SEN and Equal Opportunities Policy, Risk Assessment Policy and Safeguarding and Child Protection Policy and Procedures

Appendix A - Risk Assessment guidance
Appendix B - Emergency Procedures
Appendix C - Welfare Arrangements
Appendix D - Junior School checklist for Residential trips
Appendix E - Junior School checklist for Day trips
Appendix F - First Aid on Trips protocol (both sites)
Appendix G - Senior School checklist for Day & Residential trips
Appendix H - Communications with Parents about Visits

Educational visits are central to the life of the school. Some visits are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other visits are of a broader but equally essential educational nature, relating to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.

Notwithstanding the above, all educational visits will be planned with current DfE and national guidance in mind. Each trip will be given thoughtful consideration to ensure that pupils with SEN and physical disabilities are not discriminated against.

Certain visits take place in which Channing students may participate but which are not organised, run, or staffed by the school. Examples of these trips include contracted out Duke of Edinburgh's Award Scheme Activities run by external providers.

A briefing meeting (either online or in person) for parents, staff and pupils will usually be held prior to all residential visits.

Application and Approval

For day trips in the Senior School, the Deputy Head (Academic) and the Assistant Head (Co-Curricular) (and, if necessary, also the Bursar) give approval on the *Trips and Activities Approval Form* before the trip is advertised which indicates that the member of staff proposing the visit may go ahead with planning, including approaching parents and outside providers. In the Junior School, the Assistant Head Co-Curricular approves all trips.

Once all the planning has been completed, the Deputy Head/Assistant Head (Co-curricular) briefs trip leaders of any pertinent medical or safeguarding issues and the Assistant Head (Co-curricular) checks documentation. In the Junior School, it is the responsibility of the trip leaders to brief the supporting adults of any medical issues, and the Assistant Head Co-Curricular to check all documentation.

For Senior School residential trips and trips abroad, trip leaders should submit requests via the *Proposal for Overseas Educational School Trip Form.* A board of key staff members organised by the Assistant Head (Co-curricular) review all the proposals and decide which trips have permission to run. This is passed on to the Headmistress for final signing off. The Assistant Head (Co-curricular) informs trip leaders accordingly. Some trips require additional documentation to be completed; for example if adventurous activities are being undertaken or a host family is being used.

No visit may be advertised to pupils or parents and no money may be collected nor financial commitments entered into until the approval of the Deputy Head (Academic) and the Assistant Head (Co-curricular)(or Assistant Head Co-Curricular) has been received.

Normal school expectations of pupil behaviour apply on all school visits. Senior School pupils and their parents will be required to sign a copy of the standard ***Code of Conduct*** for all residential visits. In the Junior School, pupils are required to discuss and sign electronically their own version of the Code of Conduct, which is also shared with parents.

The school reserves the right to exclude any pupil from a visit on medical or other material grounds such as concerns over their behaviour.

Notwithstanding the above, staff are encouraged to go down the route of inclusion rather than exclusion and are advised to take the following steps to ensure safe participation by pupils with particular needs:

- Consider reasonable adjustments that these pupils need and provide details thereof on the risk assessment.
- Consult with parents and pupils, and take advice from any relevant healthcare professionals, when conducting these assessments.
- Plan the trip taking account of the steps needed to include these pupils.
- Offer a range of different activities.

The Assistant Heads (Co-Curricular) may require potential participants in a visit to have written confirmation from a medical practitioner that the pupil is fit to travel before allowing her to take part.

It is not normally appropriate for staff to be accompanied by members of their family on visits and the agreement of the Headmistress (and Head of the Junior School) is required before any exception can be made to this rule.

Financing of Educational Visits

All visits must be self–financing. As far as possible, visits should be scheduled to avoid clashes and competition between visits. All collection of money and other financial transactions must be handled by the Finance Office. The member of staff organising the visit is responsible for keeping precise and clear records of all income and expenditure relating to the visit.

The Bursar must approve any schedule for payment in instalments by parents and any staggered schedule of payment to outside service providers. Parents must be fully informed of all details relating to cancellation and withdrawal of their child from a visit, including information about possible loss of deposits.

If the organiser of a visit intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the agreement of the Headmistress and Bursar in advance. The financing of staff places on all school visits must be approved by the Bursar.

The Bursar should be consulted about any pupil who is a bursary holder or who might otherwise qualify for financial assistance. No parent or pupil must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.

At the Junior School and Senior School, coach travel must be booked well in advance via the School Office or, if suitable, free tickets for use on public transport can be booked through the school's Transport for London account.

Medical

It is recognised that support for trips must ensure that pupils receive the best cover and that staff have up to date information available.

Staff should follow the guidelines in the First Aid on Trips Protocol.

Records

Records must be kept of all accidents and near misses. First aid administration, bumps to heads and other significant injuries/ accidents must be notified in writing to parents.

Staffing of Trips

As per previous recommendations, standard ratios of staff to pupils are:

Secondary Age Pupils:

- 1 teacher for every 15 pupils for visits in the UK,
- 1 teacher for every 10 pupils for activity visits in the UK/abroad.

Primary Age Pupils:

- In EYFS (Early Years Foundation Stage): 1 adult to every 5 pupils.
- In Years 1 - 3: 1 adult to every 6 pupils.
- In Years 4 - 6: 1 adult to every 10 pupils. In exceptional circumstances the ratio could be 1 adult to 12 pupils (such as a visit which does not include crossing roads).
- There must always be a minimum of 2 adults.

Staff planning to organise a visit must consider the ages, behaviour and other factors relating to the children they are planning to take, together with the activities to be undertaken, and where necessary plan to take the appropriate number of adults with them. In the Junior School, a member of the Senior Team must attend every residential trip.

Visits must normally be accompanied by at least two members of staff, no matter how small the number of pupils going on the visit except in the case of small Sixth Form trips. For residential visits, at least one teacher must be female.

The school's catering manager must be informed of pupils who will be missing from school lunch and requests for packed lunch should be submitted well in advance.

If the visit is to take place outside normal school hours in whole or in part, the organiser of the visit is required to recruit an emergency contact for the visit. Before the departure, parents must be given emergency contact details for the entire duration of the visit.

A First Aid Kit must be taken on all visits outside the school. Organisers of visits must factor possible first aid and medical requirements into their planning of all visits. The School Nurse

should be consulted where necessary, especially for residential trips. At least one Full (12 hours) Paediatric First Aider must attend trips when EYFS children are present.

One week before departure, a full set of documents relating to the visits must be made available to the Senior School Assistant Head (Co-curricular) or the Junior School Assistant Head (Co-Curricular). The School Office should also be provided with access to these documents.

These details should include:

- A full list of all participants, including staff, together with their emergency contact details;
- Electronic copies of parental consent forms and medical information forms. In the Junior School, parental consent is only needed for residential trips. Blanket consent is given for trips under £35 through the T&Cs at Admissions stage.
- Contact numbers for use during the visit including emergency/communication plans;
- A full and detailed itinerary including any contingency plans;
- Duly completed Risk Assessments and significant findings;
- Copies of contracts with travel companies and other service suppliers where applicable; and
- Copies of all insurance policies and other documents relating to matters such as emergency medical aid abroad;
- Safety standards and liability insurance documents from external activity providers; and
- Appropriate licensing documents from the Adventure Activity Licensing Reg. 2004

Many Senior School trips will involve an element of unsupervised activity. Students will be given clear instructions about their behaviour at these times. This will include keeping in groups of at least three (with the exception of Sixth Form), having staff contact details and being aware of meeting points in the case of emergency evacuation. Special arrangements for supervision are made when pupils of the school undertake expeditions and other exercises for the Duke of Edinburgh's Award scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take part in unaccompanied activities. Members of staff are always available at the end of a phone.

Any visit that includes pupils staying with families either in the UK or abroad, such as Exchange Visits or Home Stays must have the relevant DBS checks carried out before the visit can proceed. The Deputy Head or Bursar can advise on the procedures for this.

ALCOHOL CONSUMPTION BY STAFF ON TRIPS AND VISITS

When working directly with children, staff practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Staff taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

The welfare of our pupils is the School's prime concern and it must ensure that staff are available for any duties or emergencies which may unexpectedly occur. Staff taking trips and visits of any kind are potentially on duty and may be required to assume responsibility at all times of the day and night.

Staff abstaining from drinking alcohol whilst supervising pupils is the ideal. Those who wish to drink alcohol should keep within the UK legal limit for driving, regardless of whether or not they may be required to drive.

If on a day trip, theatre visit or similar, at least one member of staff per vehicle must abstain and be in charge on the journey.

On residential visits, a minimum of two members of staff each day, preferably at least one female, must abstain and be on duty. Others must be ready to act in an emergency and be aware of their duty period on any rota.

If driving pupils in a minibus or private car, staff must refrain from drinking alcohol in the eight-hour period before driving.

REFERENCES

External

- OEAP National Guidance
- Department for Education Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies
- *"Good practice in Adventure Activities within the Education Sector"* An Adventure Licensing Authority Guidance Document
- *"School Trips"* ROSPA
- *"Health & Safety on Educational Excursions"* Scottish Government
- Health & Safety Executive guidance documents

· *"Taking students Off-site"* ATL

· *"What is outdoor learning?"* and *"Why does Outdoor learning Matter Institute for Outdoor Learning*"

Appendix A - Risk Assessment guidance

A written risk assessment must be prepared in advance before **every visit off-site.** The Group Leader has overall responsibility for the party at all times including maintaining good discipline and should have **a regard to the health and safety of the entire group**. Risks will be minimised if due attention is paid to planning preparation and supervision.

Risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents (whether major or minor) - all or any of these may bring staff and pupils face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

Group leaders need to consider:

- The pupils going on the trip – have the hazards of the activity and the age and ability of the pupils been assessed?
- Pupils must be properly supervised during time before, between and after activities, including the evenings. At least one member of the teaching staff must be designated as 'on duty' at any one time.
- That all staff and pupils know that the Code of Conduct (for the Junior School, there is a Code of Conduct for residential trips only) applies at all times, not just during activities. Any accompanying parents to Junior School trips have signed the Parent's Code of Conduct.
- Staff knowledge of the site and the risks related to the site (especially coastal and farm visits).
- Checking FCO advice for the country being visited, if abroad.
- Pre-trip safety briefings for pupils, including details of out-of-bounds areas.
- Adequate supervision and staffing ratios and the experience and qualifications of the staff.
- Adequate first aid provision at all times. Ensure that all pupils' medical needs (e.g. asthma, diabetes) are known and that staff are competent to handle them. Take into account that many health problems may be caused by lack of food, liquid or sleep.
- Advice about proper, adequate clothing and footwear. Neither jeans nor trainers are considered safe or adequate for any excursion over rough ground or in poor weather.
- The transport arrangements and the level of supervision necessary.
- Road safety information/instruction for pupils and that the group understand that they must carry out instructions the moment they are told to.
- The arrival and departure times including arrangements for collection on return to school.

- Emergency contact arrangements and access to a reliable telephone.
- Adding the number of the British Embassy for the country being visited, if overseas.
- Avoiding unplanned activities until a thorough risk assessment has been carried out.
- Continuous monitoring and assessment of hazards, including weather conditions, throughout.
- Remote supervision arrangements (Pupils if permitted, to be unsupervised in groups of *no less than three* with a pre-arranged rendezvous point.).
- Frequent head counts and taking of register on and off transport etc.
- The party knows what to do if they get separated.
- (For the Junior School) parents and staff understand arrangements for lunch and toilet visits.
- That all staff and pupils know the emergency procedures/escape routes in the event of a fire.
- Where pupils' doors are locked, teachers have immediate access, as necessary, to a master key.
- Where hotel/hostel reception is not staffed 24 hours, security arrangements should be in place.
- A register of the room numbers and their occupants should always be compiled immediately and copies circulated to all adult members of the party.
- Ensure that drivers take adequate rest breaks on long journeys.
- An accident report form should be completed in the event of any accident.
- Arrangements for activities should be such that pupils are fully occupied either on excursions, visits, and project work or other organised activities and entertainment.
- Excesses of unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

Documentation retained at school by the Junior and Senior School Assistant Heads (Co-curricular) for Residential Visits

A full set of documentation should be made available to the Junior and Senior School Assistant Heads (Co-curricular)***at least two weeks before departure.*** The Junior School should follow the JS Checklist for Residential Trips and in the Senior School the Residential - Trip Leader Checklist for guidance.

This should include:

- Names, addresses and contact details of all pupils who are going (if a child is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- Names, addresses and emergency contact details of staff/adults accompanying the group.
- Travel details and itinerary, including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.

- Photocopies of travel insurance details. (Group leader carries the originals)
- Photocopies of parental consent forms with medical details. (Group carries the originals)
- Written Risk Assessment.
- The trip leader should meet with the Senior School or Junior School Assistant Head (Co-curricular) and the Bursar to go through the Risk Assessment prior to the trip.
- Destination and expected time of departure from and arrival back at school.
- Copy of the Code of Conduct.
- The Group Leader's and Deputy Group Leader's mobile contact numbers. In the Junior School, the details of the school phones that will also be used during the visit.
- Senior School arrangements for remote supervision.

Documentation retained at school by Senior School Assistant Head for Day Visits.

A full set of documentation should be handed to the Assistant Head (Co-curricular)***at least 3 days before departure*** **and included in the shared trip folder.**

This should include:

- An accurate list of pupils on the visit (if a child is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- List of staff/adults accompanying the group.
- Travel details and itinerary including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.
- Destination and expected time of departure from and arrival back at school.
- Arrangements for remote supervision.
- The Group Leader's mobile contact number.
- Written Risk Assessment, which includes the assessment of supervision needed and the staff to pupil ratio for the trip

Documentation retained at school by the Junior School Assistant Head for Day Visits

A full set of documentation should be handed to the Assistant Head (Co-curricular)***at least one week before departure*** **and saved in the shared trip folder.**

- Trip Leaders should follow the guidance on the JS Checklist for Day Trips document and send appropriate documentation to Assistant Head Co-Curricular.
- For EYFS trips, the Risk Assessment should also include a check to ensure the records of vehicles are obtained, insurance details and a list of named drivers, if travelling by coach. At least one Full (12 hours) Paediatric First Aider must be present and identified clearly on the Risk Assessment.

It is the EVC (Senior School and Junior School Assistant Co-curricular)'s responsibility to ensure that this information is available at all times. This is particularly important if the visit takes place when the school is closed.

Appendix B - Emergency Procedures

It is impossible to plan for every incident and how they should be handled as they could be anything from someone failing to get off the right underground stop to a disastrous accident. By their nature, emergencies are usually unexpected but the trauma of being caught up in an emergency can be mitigated by careful pre-planning.

Missing Pupil

- Keep counting your group. Check by calling out names. Carry an accurate list of names (and photos in the Junior School) so that a missing pupil is quickly identified.
- Do not search for more than 15-20 minutes before enlisting extra/professional help.
- Decide whether the party should wait, go on or go back but never split the group. Only adults should go for help, remain behind to search, accompany casualties to hospital or (in exceptional cases) at least 2 very senior pupils.
- Ensure that the rest of the group is adequately supervised at all times.
- Any major problem must be reported by telephone to the school as soon as possible. Then concentrate on looking after the pupils, as the school will cope with everything else.
- Do not under any circumstances allow any group member to make any statements to the Press. Refer them to the school.

If an Emergency happens away from school.

Responsibility for dealing with the situation must lie with the Group Leader, or failing him/her, the most senior member of staff.

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty; and
- inform the emergency services and everyone who needs to know of the incident.

Your first obligation is to the group and you must take such steps as necessary for their welfare.

Then:

- Establish if possible the nature and extent of the emergency.

- Ensure all other members of the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that a teacher accompanies casualties to hospital.
- Ensure that the rest of the group is adequately supervised at all times and kept together.
- Notify the police or British Consulate if necessary.
- Inform the school SLT or ST emergency contact. The school SLT or ST emergency contact number should be accessible at all times during the visit. Give them details of:
    - Nature, date, location and time of incident,
    - Names of casualties and their injuries,
    - Names of others involved so that parents came be reassured,
    - Action taken so far and action yet to be taken (and by whom),
    - Agree telephone numbers for future calls.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Take photographs/videos where possible.
- Complete an accident report form as soon as possible.
- Do not under any circumstances allow any group member to make any statements to the media. Refer them to the school. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.
- Do not allow any member of the party to have access to the telephone until advised that it is in order for them to do so.

Appendix C - Welfare Arrangements

Transport Arrangements

When booking transport, the Group Leader should consider the levels of supervision required, as well as safety on coaches, minibuses, trains, ferries and planes. The School Office (Trips Admin in the Senior School) will book coaches from a reputable firm for you (or tickets for use on public transport).

Employees Conveying Pupils in Private Cars

The use of private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Bursar or H&S and Transport Manager must check and keep copies of the employee's:

- Driving licence
- Vehicle Declaration Form (penalty points must be declared)
- MoT certificate
- Comprehensive insurance (which covers use for the purposes of his/her employers business)
- Parents have signed the car permission form (in the girl's file) before travelling

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Welfare and Catering

The group leader should inform the Catering Department, in both the Senior and Junior School, if the group will not be requiring school lunch. Packed lunches can be provided if ordered in advance. Ensure that the group has adequate rest breaks.

First Aid and Pupils with Medical needs

The Group Leader should arrange with the School Nurse adequate first aid provision for the visit. All teachers should be aware of any pupils'/students' medical needs and any emergency medical procedures, contact names and addresses.

Parents should be asked to give written details of any medication required (including instructions on dosage/times) by completing the *Medication Administration Consent Form* and handing all medication to a designated member of staff. Only staff that have completed the online medicine administering training have permission to administer medication. Staff must also check the pupil/student record on Schoolbase.

Policy on Alcohol

The consumption of alcohol by pupils below the Sixth Form is not permitted. In exceptional circumstances the Headmistress may give permission for Sixth Form pupils to consume a limited quantity of alcohol at the discretion of and under the supervision of the Group Leader and subject to regulations laid down by the travel company (if appropriate).

School Emergency Contact

The Group Leader should take a mobile phone (available from the IT department in the Senior School/ School Office in the Junior School in advance) and give the number to the School Office. The group leader should record the telephone numbers of the school, Head of the Junior School and/or the SLT or JSST emergency contact in case of an emergency.

Return to School/Collection

When a group returns to school, staff are responsible for making sure that all pupils are safely collected: no pupil(s) should be left waiting without a member for someone to come and pick her up.

In the Senior School, lifts home may only be given by staff when a pupil's parents have signed the staff car-permission form; it is a good idea to check who has not got this permission before setting off. Parents should be telephoned first so that they do not arrive at the meeting point to find no one there.

Written parental permission is also needed if a pupil is to be given a lift home by another pupil's parents.

Recording

Any incidents should be reported on CPOMs at the earliest convenience, including written accounts from all those involved and witnesses, if any.

Staff Accompanying

All staff should meet regularly with the Group Leader to review plans for the day and be aware of any changes proposed to the itinerary.

Parent Helpers

As parent helpers count towards pupil:adult ratios and are responsible for supervising a group of children throughout the visit, parent helpers will not be placed in a group with their own daughter, and only parents may act as volunteer supervisors; nannies and other third parties are unable to fulfil this role. This helps to ensure that all pupils are supervised appropriately and that volunteers can focus on the needs and safety of their allocated group. Before the visit commences, parent helpers will be given a briefing, have access to a modified risk assessment and have read and signed the Parents' Code of Conduct.

Code of Conduct

Parents and pupils should sign a Code of Conduct for residential visits. All should be aware of the sanctions that may be used.

After the Visit

Report to Assistant Head (Co-curricular)/Deputy Head/Head of the Junior School on return. A

Trip Evaluation Form should be completed and submitted to the Senior School or Junior School Assistant Head (Co-curricular) within 5 working days of the trip ending.

Appendix D - Junior School checklist for Residential trips

JS CHECKLIST FOR RESIDENTIAL TRIPS

Appendix E - Junior School checklist for Day trips

JS CHECKLIST FOR DAY TRIPS

Appendix F - First Aid on Trips protocol (both sites)

First Aid on Trips Protocol

Appendix G - Senior School Checklist for Day Trips & Residential Trips

DAY TRIP - TRIP LEADER CHECKLIST
RESIDENTIAL - TRIP LEADER CHECKLIST

Appendix H - Communications with Parents about Visits

Local visits will be listed on the school calendar and parents will also be informed via email. Parents have signed a disclaimer upon entry to the school allowing staff to take their child on local visits.

For day trips, parents should receive written details of arrangements well in advance and seek written parental consent as required. Blanket consent for trips under £40 for the JS and £35 for the SS is already given by almost all parents, but staff should check with the School Office, and where blanket consent has not been given, trip leaders must have written consent.

All residential or adventurous activities require parents to complete an up-to-date medical consent form and to give permission for the Group Leader to authorise emergency treatment on the parents' behalf.

FOR DAY TRIPS, PARENTS WILL BE INFORMED OF THE FOLLOWING:

- Date of visit and duration.
- Objectives of visit.
- Times of departure and return.
- In the Senior School, parents must have agreed to meet their child on return, including the location, or given written permission for her to make her own way home.
- Mode(s) of transport including the name of the travel company, if applicable.
- When possible, names of staff in attendance.
- Footwear / clothing and any other items to be taken by pupils.
- Details of the activities planned. (Any activity involving special hazards must be specified.)
- Option of healthy packed lunch/sandwich from school.
- Date, time and location of information meeting for parents, if applicable.

Accompanying parents should also sign a copy of the Junior School or Senior School Code of Conduct and this should be returned to the Group Leader. The Group Leader should run through the key details before the trip.

The Junior School or Senior School Assistant Head (Co-curricular) should check all communication before it is sent.

Information Briefing Meetings for Parents before Residential Visits

Before residential visits, or when pupils are to travel abroad or engage in adventure activities, parents will have the opportunity to attend an information briefing.

The meeting will be an opportunity to discuss arrangements, to clarify the educational objectives and activities of the visit, to answer any questions and for parents to be informed of supervision arrangements.

It is essential that pupils be clear as to the nature and purpose of the visit. They should also be clear about what will be expected of them including standards of behaviour. The rules must be explained to them.

Immediately *before or after* this meeting, a further letter will be sent to parents giving precise details of:

- The itinerary, with estimated departure and arrival times, meeting points, flight code numbers, train times etc.
- Destination address and telephone number: names and responsibilities of supervisors.
- Emergency contact names and numbers.
- A copy of the pupil/student Code of Conduct which should be returned to the Group Leader.
- Clothing/footwear and any other items to be taken, in addition to pocket money (including how much).
- Prohibited items.
- Passports, visas and EHIC forms (if required).

The Headmistress, Head of the Junior School or the Junior School or Senior School Assistant Head (Co-curricular) should check this letter before it is sent

The Junior School and Senior School Assistant Head (Co-curricular) are responsible for this policy.