

School Trips, Outings and Walks Policy and Procedure

Experiencing different environments, especially for city children, is a vital part of their education; it helps them to connect deeply with the world and enriches their understanding of what they learn at school.

The children may go on **regular day trips from Kindergarten - for a walk in the park, for example. From Class 1, eurythmy lessons take place off site. Some classes have P.E. lessons off site, for climbing, swimming or kayaking for example.**

From about Class 3, they may camp or stay in youth hostels overnight on trips related to the curriculum. They may visit a farm in Class 3; there is a three-night camp for the 'Olympics' in Class 5 and they often visit the site of a Roman settlement in Class 6. Class 8 often goes abroad at the end of their time with their Class Teacher; there is usually a survival skills camp in Class 9, a Surveying field trip in Class 10 and cultural trips both in London, elsewhere in the UK and overseas in Classes 11 and 12.

Teachers should consult colleagues about how to ensure that individual children are not excluded from trips because of costs. Fundraising in advance to build up a class trip fund is a good solution.

In most cases, the costs of the supervising teachers' participation in trips should be covered by the parents. Where this is not reasonable (because of small class sizes), the school may be able to fund the teachers. Such requests should be made by email to the College, with as much notice as possible.

Procedure

1. Assess purpose and value of trip.
2. Advise the College of your intention to take the class and ensure that changes to the timetable are provided for according to the Teacher's Absence policy.
3. It is the duty of the teacher organising the trip to ensure the health and safety of all pupils and staff travelling to and from, as well as at, the destination by carrying out a risk assessment of the trip. NB While many places are covered by Health and safety regulations, remote areas will require a more detailed risk assessment and probably more adults.
4. Ensure any adults joining the trip apply for DBS checks well in advance (at least 6 weeks before the trip).
5. Ensure that any transport provided by parents/helpers is properly insured and carries only the permitted number of passengers, for whom seat belts are available.
6. Plan the logistics of the trip. A risk assessment must be completed by the teacher prior to the outing/trip/walk being undertaken and discussed with at least one other member of staff who remains behind.
7. Recommended adult/child ratios are 1:8 for Early Years and 1:10 for children from age 8 and up. There should be a minimum of 2 adults on any outing involving children in the Lower School.¹
8. Students in the Middle or High School may travel independently to and from trip destinations with their parents' permission. This can be obtained by email or text message. **This opportunity to develop independence is part of the value of trips.**
9. Give parents an itinerary, showing travel and accommodation arrangements, and informing them who the accompanying adults will be, well in advance of the trip.
10. Children must have written (including email/text) permission from a parent or guardian before leaving school premises. Ensure the school has signed consent forms for all of the children before you leave.
11. Parents should also be made aware that they may ask to see the risk assessment for the trip.
12. **For regular trips off site to the same venue, items 8, 9, 10 and 11 above only need to be done once.**

¹ Except for: the walk to eurythmy, which is short, takes the same route each week and where the class is met by the eurythmy teacher (Michèle) at the other end; P.E. lessons for the Middle and High School which take place in the area of the park adjacent to the school grounds.

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13. Make sure you have a list of contact details for all parents of the children you are taking on the trip
14. The teacher should take the register, a mobile phone if available, coins for public toilets and a First Aid kit.
15. Let the Receptionist know the mobile phone number of the person parents can contact on the trip, if necessary.
16. Ensure there is at least one trained First Aider and a First Aid kit with (each group of) children at all times.
17. Review the Trip in the normal way (see lesson planning guidelines)
18. During the COVID-19 pandemic, staff should plan trips with regard for the latest government guidance on school trips.

Financial procedure:

- Draw up a budget of all foreseen costs, including transport, accommodation, food, entrance fees. This should include any likely expenses incurred by accompanying teachers/adults (entry fees, mileage etc..)
- Work out the likely cost per family
- Advise the Finance Office of the cost per family so that parents can be invoiced. Adjustments can be made after the trip once the exact cost per family is known. Only one invoice per family will be issued by the finance office and only one final adjustment will be made (this could be an invoice or a credit note).
- Any funds raised by the class should be handed to the Finance Office for banking and will be included in the final adjustment (don't keep biscuit tins with hundreds of pounds in your class rooms).
- Make the necessary advance bookings on your credit card (e.g. flights, train tickets, accommodation, guided tours) and hand in completed expense claim with all receipts attached to the Finance Office for reimbursement. DO NOT ask the parents to reimburse you directly.
- Arrange for all invoices (for example for accommodation, guided tours) to be forwarded to the Finance Office (Birgit or Henry) for payment.
- Once all invoices have been paid, the Finance Office will transfer the balance of the money received from parents and fundraising to your bank account to be used as spending money during the trip.
- Please keep all receipts and submit a report of your spending to the Finance Office after the trip.

