



Eltham Hill  
SCHOOL

## **SCHOOL JOURNEY POLICY**

**Governors Committee:** Teaching & Innovation

**Date Adopted/Reviewed:** September 2015

**Date of next review:** September 2017

For more information please call 0208 859 2843 or email [info@elthamhill.greenwich.sch.uk](mailto:info@elthamhill.greenwich.sch.uk)

## **Outings or Events**

Staff wishing to arrange an outing/event or school journey must be fully aware of their responsibilities and any legal LEA or school requirements.

**Further information can be obtained from the Educational Visits Co-ordinator (EVC).**

Staff wishing to arrange an event or outing off site should observe the following procedure very carefully.

1. Discuss projected outing with Pod Leader or KS Leader and EVC.
2. If teachers organise outings or events to centres where companies or private instructors are hired they should ensure that leaders are appropriately qualified. Where appropriate, teachers should consult with the EVC.
3. Follow the instructions on the check list below

## **School Journeys (Guidelines and points to consider)**

1. The School journey should be an integral part of school work and experience. We should offer a variety in each academic year and each year group should find something suitable on offer.
2. It should have an educational value chosen from:
  - Subject experience
  - Outdoor pursuits/adventure
  - Residential experience
  - Travel experience
  - Cultural and/or aesthetic experience
  - Social experience
3. There should be an observable and positive educational outcome e.g:
  - Increased subject skill/understanding
  - Increased communication and study skills
  - Increased social skills/understanding
  - Increased understanding and appreciation of other cultures and ways of life shown in a diary, display, workbook, entry in profile, report, assembly etc.
4. **Students involved**

The Years and numbers should be appropriate to the journey. The age range should not be too great unless for a particular reason.

## 5. **Timing**

If term time is chosen for the journey, it is more convenient for the rest of the school if dates fall just prior to a holiday.

## 6. **Cost**

Try to keep costs down by choosing cheaper venues. Plan far enough ahead to allow for saving up or many girls who cannot get grants will be debarred in most cases.

Make it clear to parents/carers in the first letter whether grants are available or not.

Grants can only be available for trips to Greenwich Centres.

## 7. **Risk Assessment**

Safety is the key concern and a risk assessment must be completed for all trips off site.

- Generic risk assessments are available on the staff shared area (R drive). Add information necessary for your trip.
- Many centres will provide their own risk assessment and it can often be downloaded from the appropriate website
- Centres used must have been approved by the local authority and have all the legal safety requirements.
- Equipment used should be regularly checked
- Students should be made fully aware of the position on smoking and alcohol.

## 8. **Booking of coaches for school trips/journeys**

Please inform the Finance Office of details required for coach bookings. Please allow plenty of time when booking coaches especially in the Summer Term. Please note, coach companies will charge a cancellation fee for booked coaches that are cancelled at short notice.

If you are making a local journey within school hours, use Greenwich Transport Services, who provide 35 seater coaches and are considerably cheaper than other companies. Please ensure that coaches are fitted with seat belts.

## 9. **Using Public Transport**

Using public transport (bus, train, underground, dlr) but only if due consideration is given to safety procedures and there is a suitable staff-

student ratio. There are generic risk assessments for using public transport on the shared area.

Transport for London offer free travel to school groups within the London area. You need to apply at least two weeks in advance. See the TFL website for more information or contact the EVC.

#### 10. **Staffing**

Staff involved should be willing to use extra component time. It may be possible to involve other adults to reduce loss of teaching time and supply expenses.

Any accompanying adults should be sufficiently qualified to supervise the activities envisaged or qualified persons should be engaged for such activities (see safety regulations). Staffing will be agreed on the basis of a ratio of 1 staff: 12 students on a non residential trip and 1:10 on a residential trip, except in the case of an exchange when a 1:15 ratio is sufficient. There must always be more than one member of staff.

Any accompanying adult should have an enhanced Greenwich DBS clearance.

#### 11. **Planning and Organisation**

**SEE COMPREHENSIVE CHECKLIST BELOW.**

#### 12. **Finance**

The Director of Finance is the Accounting Officer for the school, responsible for all financial transactions. It is essential that you consult the Finance Director before undertaking any money collection e.g. for outings, charities, sale of tickets etc.

In the event of any money being paid back by the travel company (e.g. as compensation for delayed departure) this money will be refunded 'pro rata' to parents who have paid. A teacher travelling on a free place cannot expect financial compensation except where they have personally caused unexpected cash payments.

#### 13. **School uniform**

Wherever practical, school uniform should be worn for all trips/activities during school hours, unless the activity specifically requires them to wear other forms of clothing.

## **Comprehensive checklist to follow when organising a visit off site with students**

If taking students out of lessons within school for any other reason, you need only follow points 1, 3 and 5

1. Consult the school calendar/ speak to cover co-ordinator to ensure that your chosen date is suitable.
2. Speak to EVC about the suitability of your trip if you are unsure or it is your first time organising a trip.
3. Fill in a blue school trips/events form (available from the MRO room).and pass the completed form with all the information to Yubanablus Taibi (YTI) for the diary and LG approval
4. When your trip has been approved by a member of the LG (you will receive this information via email), write to the parents/guardians of the students involved – include a reply permission slip.
5. E-mail the office Stephanie Dean (SD) with details of your trip, including names of students (copy list of names to JN), date, time of departure and return, mode of transport and names of accompanying staff.
6. E-mail a list of the students involved to all staff as soon as possible.
7. Notify the Executive Chef (Steve Baker) if a large number of students will not be in school for lunch.
8. Order packed lunches for those students who have FSM (free school meals).
9. Complete insurance forms (available via Jenny Copeland in the Finance Office) and give the completed form to YTI.
10. Complete a risk assessment for your proposed trip. There are generic risk assessments on the staff shared area (R-Drive). Many centres provide their own risk assessments.
11. Wherever possible, include the cost of supply (£200 per day) for teaching staff accompanying your trip.
12. For all residential trips a parents' meeting must be organised in order to acquaint everyone with the practical arrangements and the role of teachers 'in loco parentis'.