

# GUIDELINES ON SCHOOL EXCURSIONS

## PLANNING

### 1 Feasibility

*Possibilities may arise during termly planning*

**Consideration should be given to:-**

- the aims of any excursion.
- the choice of site.
- the time of year best suited to the specific visit.

**Members of staff should:-**

- complete initial request form.
- submit to appropriate member of SMT.
- when approval is granted complete excursion planning sheet with appropriate member of SMT.
- submit planning sheet to SMT for final decision.

### 2 Costing

*A full costing should be carried out*

- transport.
- entry fees.
- cost per child.

### 3 Transport

*could be provided by*

- Coach operators.
- Council Mini-buses - when available and where driver has the requisite qualifications.
- Private car - driver must check with insurance company to ensure full cover for transporting school pupils.

### 4 Bookings

- Arrange date with appropriate member of SMT.
- Make a firm booking.
- Confirm booking by letter - date, times of arrival and departure, expected numbers and any other special arrangements which may have been made.

### 5 Preparatory Visit

*if available, this can be useful for identifying*

- possible activities.
- possible hazards.



# ORGANISATION

*All pupils within the class must be given the opportunity to participate as the excursion is part of the class curriculum.*

## 1 Pupil to adult ratio (Highland Council Guidelines - School Excursions 3:5).

- **Local outings i.e.** Within the school grounds, reasonably close to the school grounds.  
Taking place in one location e.g. Church/Museum.  
**Ratio 1 adult to 33 children.**
- **Major excursions i.e.** encompassing all other possibilities.  
**Ratio 1 adult to 15 children.**

***Adult pupil ratio may be determined by SMT where more adults are deemed necessary***

## 2 Adult helpers

Clear guidance should be given on responsibilities.

## 3 Cover for non participants

Any need for this should be drawn to the attention of the HT.

## 4 Parental consent

*This must be obtained in writing before the child can participate in out of school excursions.*

Letters to parents should include details of:-

- venue.
- departure and return times.
- clothing requirements.
- need for snack or packed lunch.
- and should request details of any medical condition plus any medication the child may require.

## 5 School lunches

Arrangements should be made 2 weeks prior to the excursion with the catering staff to provide packed lunches for those children in receipt of free school meals.



# RULES AND SAFETY

## 1 Behaviour

- Remind pupils of standard of behaviour.
- Advise pupils of additional rules pertaining to the visit or the site.
- Discuss with pupils possible hazards associated with the visit.

## 2 First Aid

- Collect first aid kit.
- Nominate one member of staff to administer first aid.
- Ensure all adults are aware of the identity of this nominated person.
- Make travel sickness bags available to pupils.

## 3 Emergency contact

*For excursions outwith school, one person normally the HT will act as an emergency contact for parents of pupils taking part.*

- Ensure completed excursion summary (appendix V) has been handed to emergency contact prior to leaving school.
- Ensure emergency contact is informed of your safe return to school.

*(Before leaving the school the driver of the Council mini-bus should carry out standard pre-journey checks as per Council guidelines).*

## 4 The journey

- Ensure pupils remain seated.
- Ensure pupils are wearing seatbelts provided in vehicle.  
*(After the journey ensure vehicle log in Council mini-bus is completed and signed, noting dates, journey, mileage and any defects).*



# SCHOOL EXCURSION GUIDELINES

## Guidelines for Parent Helpers

### Dear Parent

Thank you for volunteering to help us on this visit. Your assistance is greatly appreciated by staff and pupils. Listed below are a few guidelines which are designed to help the day run as smoothly as possible.

Should you have any queries please do not hesitate to ask the teacher in charge. Thank you and enjoy your day out!

### Responsibility

A member of the teaching staff is in overall charge of the excursion (referred here to "Teacher-in-Charge"). Should you encounter any difficulties with pupil behaviour, please refer the problem to any member of the teaching staff. Should there be a need to contact the school for any reason, this will be carried out by the Teacher-in-Charge.

### Travel

Pupils travelling by coach should remain seated at all times. Where a minibus is used, pupils should wear their seatbelts throughout the journey.

If you are using your own car please check that your existing insurance policy covers the transport of pupils on school excursions. You should also ensure that the pupils travelling with you wear their seatbelts.

### First Aid

In the event of any pupil requiring first aid, please contact the Teacher-in-Charge who will make any necessary arrangements.

### Information Specific to this Excursion

DESTINATION \_\_\_\_\_

DATE \_\_\_\_\_ TIME OF DEPARTURE \_\_\_\_\_ TIME OF RETURN \_\_\_\_\_

TEACHER-IN-CHARGE \_\_\_\_\_

PUPILS IN YOUR SUPERVISION GROUP \_\_\_\_\_ (SEE OVER)





# Sample Letter to Parents

Head teacher

School

Date

To Parents of Pupils in (class name)

Our class is currently studying \_\_\_\_\_ and is planning a visit to \_\_\_\_\_ . The details of the trip are listed below:

TIME LEAVING THE SCHOOL: \_\_\_\_\_ TIME OF RETURN TO SCHOOL: \_\_\_\_\_

COST: \_\_\_\_\_ DRESS: \_\_\_\_\_

TEACHER-IN-CHARGE: \_\_\_\_\_ TRANSPORT: \_\_\_\_\_

PACK LUNCH YES/NO

If you would like your child to take part in this trip, please return the cut-off slip to the school by \_\_\_\_\_ .

For your child's comfort and safety, the Teacher-in-Charge may administer any medication you indicate that your child may bring if the need arises. Instructions and dosages must be clearly marked on the packaging, and the medication handed to the Teacher-in-Charge.

Yours sincerely

PUPIL'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

I have given permission for my child to visit \_\_\_\_\_ on \_\_\_\_\_

I have read the attached letter and agree to the conditions set out.

I enclose \_\_\_\_\_ towards the cost of the trip.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please give details of any relevant medical condition e.g. asthma, allergies

What medication, if any, will your child bring? \_\_\_\_\_



# Excursion Planning Sheet

(To be completed by the teacher-in-charge in consultation with the key member of staff)

DESTINATION: \_\_\_\_\_ DATE(S): \_\_\_\_\_

CLASS(ES) PARTICIPATING: \_\_\_\_\_

TEACHER-IN-CHARGE: \_\_\_\_\_ COSTS

ACCOMPANYING STAFF: \_\_\_\_\_ ENTRY FEES: \_\_\_\_\_

\_\_\_\_\_ TRANSPORT: \_\_\_\_\_

\_\_\_\_\_ OTHER: \_\_\_\_\_

\_\_\_\_\_ TOTAL: \_\_\_\_\_

\_\_\_\_\_ PUPIL  
CONTRIBUTION: \_\_\_\_\_

OTHER ADULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TRANSPORT ARRANGEMENTS: \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_

NUMBER OF CHILDREN TAKING PART: \_\_\_\_\_

COVER REQUIRED YES/NO  
IF YES, FOR WHOM AND WHEN?: \_\_\_\_\_

FREE PACKED LUNCHES YES/NO  
IF YES, QUANTITY REQUIRED: \_\_\_\_\_

SPECIAL PROVISIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Class Excursion Initial Request Form

\_\_\_\_\_ PRIMARY SCHOOL

TOPIC: \_\_\_\_\_

PROPOSED VISIT TO: \_\_\_\_\_

AIMS OF VISIT: \_\_\_\_\_

VISIT APPROVED/NOT APPROVED BY S.M.T. DATE: \_\_\_\_\_

# Class Excursion Initial Request Form

\_\_\_\_\_ PRIMARY SCHOOL

TOPIC: \_\_\_\_\_

PROPOSED VISIT TO: \_\_\_\_\_

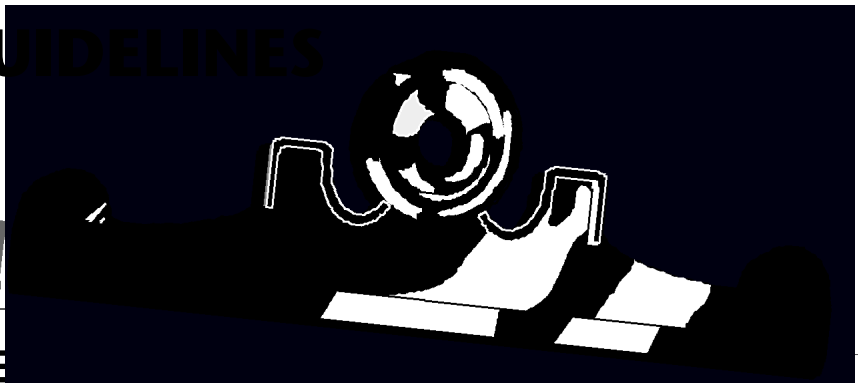
AIMS OF VISIT: \_\_\_\_\_

VISIT APPROVED/NOT APPROVED BY S.M.T. DATE: \_\_\_\_\_



# SCHOOL EXCURSION

## GUIDE



### CHECKLIST FOR MORNING - OF DEPARTURE

- All consent forms returned, signed appropriately
- All adult helpers available
- Children have come prepared
  - footwear
  - clothing
  - lunch
- Free meals uplifted from kitchen
- Money collected in and sent to office
- Completed excursion summary (appendix II) sent to emergency contact
- First Aid Kit and Travel sickness bags collected
- School camera and film collected
- Cash float and/or signed school cheque collected from office
- Pupil recording materials at hand in suitable container
- All required resources at hand in suitable container
- All accompanying adults briefed on responsibility
- Children reminded of standards of behaviour and any additional rules
- Pupils have specialist medicines including inhalers
- All children (and adults!) toileted
- Pupils remaining behind delivered to covering member of staff
- Collect mobile phone from office (where appropriate)

