



**St Cuthbert's  
Catholic High School**  
*Live life in all its fullness*

# **Educational Visits Policy**

**2022 - 2024**

<b>Person responsible for Policy:</b>	Senior Leadership Team
<b>Committee responsible for Policy:</b>	Finance, HR & Premises
<b>Date To Governors:</b>	November 2022
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<b>Is this Policy to appear on school website:</b>	Yes

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## Statement of intent

St Cuthbert's Catholic High School understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. The school aims to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips.

## St Cuthbert's Vision

*'A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.'*

## Guiding Principles

The core principles underpinning educational visits are that:

1. They are arranged with regard to the school's Charging and Remissions Policy
2. They need to be inclusive and affordable. Therefore, all visits offered to students will not exceed £800 per student. A 'major' visit is classed as a trip where the price is £350 - £800 per student.
3. The identified Group Leader should always strive to find cheaper alternatives for visits wherever possible.
4. Visits must be well planned in advance, taking into account the operational needs of the school in terms of the school calendar, cover, availability of key resources (such as the minibus). The notice periods identified in these procedures are important in ensuring that visits are properly planned and that risks are properly assessed. Please ensure that these are observed, where they are not it is possible that a planned visit might not be authorised.
5. Visits should be open to as many students as possible.
6. Visits should ideally have a cross-curricular theme which should be identified in purpose of the visit on the proposal form.
7. Educational Visits Proposal Forms are available in the k drive or by completing an EVOLVE form.
8. An educational visit proposal form **must** be filled in at least one half term in advance of a visit to enable all activities to be appropriately managed. The notice period will be longer, up to one whole term in the event of a residential visit or adventurous activity. This type of visit will require more stringent planning and must be approved by the LA.
9. The identified Group Leader will be responsible for ensuring that the visit is fully costed, ensuring that all elements of the visit / event are included and that the trip will break even and should liaise with the finance office over any Parent Pay payment schedule or any general administrative costs. If it is likely that an additional subsidy is required, this should be identified at the time the visit proposal is made.
10. Only following the proposal form being signed off by SLT should any firm planning towards an educational visit take place; no bookings of coaches or venues should be made.
11. The identified Group Leader will be responsible for all planning in relation to the visit and for ensuring the process for authorising the visit, within appropriate timescales, is completed.
12. All trip forms, risk assessments and related paperwork will be uploaded on to EVOLVE.
13. Regular sporting fixtures/other regularly visited venues will be arranged using our local area policy which can be found at the back of this policy.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Student Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

## 2. Definitions

'**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.

'**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes students and staff members off-site.

'**Residential**' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## 3. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on students' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary.

- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
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- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure student and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to students, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the students is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of students by following the procedures outlined by the designated trip leader.

## 4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure student and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all students. Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

## 5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip, unless covered by our sports fixtures policy.

## 6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

## 7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of students when organising a trip. The extra-curricular trips and activities offered to students will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Student Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one student or a group of students will be subject to formal disciplinary action.

Where possible, students will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for students who cannot afford the initial fee.

## 8. Transport

The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

PC M Pender	
Mr P Arkell	
Mr W Kevlin	

## 9. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. This also includes regular sporting fixtures to familiar venues.

## 10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to student ratios are as follows:

- Abroad: **1:10**
- Other residential: **1:10**
- High risk: **1:10**
- Day trip visits: **1:15**

## 11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.



## 12. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher, or EVC who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

## 13. Missing person procedure

The school places student and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and students will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Students and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## 14. Students with SEND

Where possible, activities and visits will be adapted to enable students with SEND to take part. The SENCO will liaise with student's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## 15. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the student is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a student cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. Where a student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally. Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per student. Any excess of expenditure will be subsidised by the school fund.

## 16. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

## 17. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## 18. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is **September 2024**.

## St Cuthbert's Catholic High School Sports Fixtures Policy

<b>General</b>	<p>Sports fixtures which take place away from the school site, either in or out of school time, should follow the Operating Procedures below.</p> <p>These fixtures:</p> <ul style="list-style-type: none"> <li>• require parental consent which is collected when students start at St. Cuthbert's. Parents are informed of fixture locations and timings before the event.</li> <li>• do not normally need additional risk management plans/notes</li> <li>• are organised and run by a qualified teacher/competent employee.</li> </ul>
<b>Locations</b>	<p>Sports fixtures primarily take place at the schools and locations listed below. These include, but are not limited to, the following frequently visited venues:</p> <ul style="list-style-type: none"> <li>• Sutton Academy</li> <li>• Cowley International College</li> <li>• De La Salle, St.Helens</li> <li>• Hope Academy</li> <li>• Ruskin Drive</li> </ul>
<b>Exclusions</b>	<p>This policy does not cover <u>sporting events</u> which fall under our main Educational Visits Policy such as:</p> <ul style="list-style-type: none"> <li>• Sports Tours – if overnight</li> <li>• Tournaments – if overnight or adventurous</li> </ul>

### Operating Procedures for Sports Fixtures

#### The following are potentially significant issues/hazards:

- Road traffic
- Members of the public
- Losing a student
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Issues related to the actual sporting activities being undertaken
- Travel by minibus
- Travel arranged by parents

#### These are managed by a combination of the following:

- The Head or Deputy who is EVC has received information of who will be attending (including staff), the location of the fixture and the time of arrival back to school.
- The Head of Deputy who is EVC has given verbal or written (via email) permission for the trip to leave.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedures for sports fixtures are explained to all new parents when their child joins the school and consent is obtained.
- The minibus is maintained as per the school policy and is driven by an approved, competent driver who holds the relevant licences, qualifications and experience.
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Staff are fully aware of the procedure to follow in the event of an injury to a student, particularly if a hospital visit is necessary. First aid kits must be taken.
- Where appropriate, students are fully briefed on what to do if they become separated from the group.
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff leave a completed signing out sheet with the office which includes names of all attendees.
- A mobile is taken with each group and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)

- If students will be travelling by car, [National Guidance 4.5c Transport in private cars](#) and school policy will be adhered to.
- If parent arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is organised should be clear and transparent.
- School staff should know when, where, and who will be collecting students, especially where this is not a known parent/guardian.
- The school will ensure no lone working or 1:1 situations arise with dismissal unless by prior arrangement
- Staff have parents'/guardians' contact numbers available.

## Parental consent

Students benefit from a number of these experiences taking place outside the classroom, during nationwide educational visits like Geography Field Trips, Chester Zoo, Theatre trips, RE:Treats, Science Exhibitions and PGL. All of our students are given the opportunity to travel abroad with the school, on trips and tours such as the German Exchange, Sports Trips, European Ski/Watersports Trips and Battlefields Tours.

### **Consent for school trips and other off-site activities.**

This covers consent for all off-site activities for the duration of your child's time at St Cuthbert's Catholic High School. Please sign the attached consent form if you are happy for your child to take part in school trips and other activities that take place off school premises; and to be given first aid or urgent medical treatment during any school trip or activity. The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day

The school will send you information about each trip or activity before it takes place via the MyED APP. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

**Please complete the sections on the admission form to show that you have read, understood and agree to the above.**