

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

St Catherine's School, Bramley WHOLE SCHOOL POLICY (Senior School Edition)



EDUCATIONAL VISITS POLICY

The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

This policy was revised in September 2014 replacing that written in 2001 and updated in 2003 in line with the School's Policy review Schedule which ensures that all policies are kept up to date. It was substantially revised in April 2007 and updated in September 2009 and September 2010. The present policy takes in to account changes to ISI Regulations and guidance given by the Health and Safety Advice on legal duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

This policy should be read together with the First Aid Policy, Critical Incident Management Policy, Driving/Minibus policy and Drugs and Medical policy.

AIM OF VISITS

On all school visits and journeys the main aims should be to advance pupils' knowledge and experiences and expand their opportunities in an enjoyable and safe environment and should fulfil the 'Every Child Matters' ethos. Consideration at each stage of planning should be given to pupils with learning difficulties and disabilities, and appropriate provision made for participation to be achieved by all within their capabilities.

School visits and journeys:

- Give value in the lives and education of pupils.
- May be part of the educational programme or solely recreational
- Can include neighbourhood, local, regional, national and overseas visits
- Are organised by staff who ensure that the safety and welfare of pupils are of paramount importance
- Teach children how to deal appropriately with risks in suitable situations

RESPONSIBILITY FOR SAFETY

Responsibility for the safety of pupils at St. Catherine's rests ultimately with the Governing Body through the Headmistress. Teachers and others responsible for the planning, preparation and supervision of visits owe a legal 'duty of care' to ensure that certain basic principles of safety are observed and the general well-being of pupils is not put at risk. School staff have a duty to take care of pupils in the same way that a prudent parent would.

RESPONSIBILITY FOR BEHAVIOUR

All teachers and other adults supervising the visit are responsible for making it clear to the girls the expected standard of behaviour and ensuring that this is adhered to. Appropriate sanctions should be imposed where necessary. In extreme cases of misbehaviour during a residential visit arrangements may be made with parents to send the child home.

TYPES OF VISIT

The code of practice and the appendices to this policy outline the procedure for organising visits and give detailed guidelines to take you through that process for a day or residential visit. The relevant instructions must be followed meticulously for all types of visits. Visits are defined as one of the following categories. Any of the visits may also be an adventurous training trip.

- Neighbourhood or local visits.
- Day visits
- Sports/P.E. for local matches/ training.
- Residential visits.

Signature:

Mrs A M Phillips
Headmistress of Senior School

Signature:

Miss N Bartholomew
Headmistress of Preparatory School

Dated:

APPENDICES

- A Guidance for Party leaders including completion of forms
- B Forms
- C Sample documents
- D PE dept. Match transport policy and risk assessments

CODE OF PRACTICE FOR THE ORGANISATION OF EDUCATIONAL VISITS

PLANNING AND PROCEDURE FOR DAY VISITS

PROCEDURE FOR NEIGHBOURHOOD/LOCAL VISITS

All parents are sent a form when their daughters join the school on which they give permission for their daughters to join local trips for which no extra charge is made, and which take place within normal school hours. In these cases parents should be notified as a courtesy by Clarion Call at least 7 days in advance, and no reply is needed, but a calendar request form and D2 form must be submitted, see below.

PROCEDURE FOR DAY VISITS

First consult the calendar to find a suitable date and time.

The following forms are required:

Calendar Request Form

This is an electronic form located on the y-drive in the folder 'Bulletins and Calendar' This must be submitted in full to the School Administrator, and approval received, before any further plans are made. Calendar requests must be submitted at least two weeks before the end of the previous term.

Any late addition after the calendar is published for the term should be discussed in person with the School Administrator and the ramifications for inclusion considered. Parents must be notified by Clarion Call.

The following forms are listed as Appendices to this document and can be accessed, and completed, electronically:

Ed Visits Form PD

There are two versions of this form - Ed Visits form PD (charged to school bills) and Ed Visits form PD (direct payment)

If there is a charge for the trip, it extends beyond the school day or it involves adventurous activities, you must obtain a signature for consent from parents. Please consider whether to collect payments directly or whether to add to school bills and then use the appropriate form. In either case you must inform the Business Centre of your plans.

Form D2

Confirmation Information and Risk Assessment (where needed) must be submitted to the School Administrator at least 2 weeks in advance of the proposed trip and approval obtained. The D2 form will be signed by the party leader and countersigned by the School Administrator.

For all trips the party leader should follow the checklist below and ensure that all procedures are followed within the timescales given.

PROCEDURE FOR LOCAL SPORTS/PE MATCHES

Please refer to the PE department 'Match transport policy' and risk assessment for sports fixtures (Appendix D)

Team sheets for weekend fixtures are posted in the PE department on Monday morning. For mid-week fixtures, team sheets are posted a week ahead. These are removed shortly before the match. Copies of team sheets for all fixtures will be sent in electronic form to the school office, BHMs and

the School Administrator a week ahead, or on Monday morning for weekend fixtures. A spreadsheet with all squad players is prepared at the start of the season and Clarion call groups established for each team. An updated copy sent to the SIMs manager each week, so that clarion call groups can be amended as necessary.

Staff should consult the calendar for updates to match details and timings, and can view team sheets on the PE dept noticeboard.

For fixtures during the school day, a copy of the team sheet listing names of pupils likely to be selected, including match details and timings, will be posted on the staff room noticeboard 10 days ahead.

For Away matches during the school day or after school, if there is any change in the list of girls participating, the PE dept will ring the school office as the coach departs to let them know the names of any girls involved.

For matches during the school day, the Director of Staff is to be consulted as early as possible about staff who may be involved.

A Clarion call message must be sent to alert parents if there is a material change to the published fixtures list after publication.

DAY TRIPS - PARTY LEADER'S CHECKLISTS

Staff planning and leading school trips must liaise with the School Administrator throughout. The following check list is designed to be printed and used as a working document. It must be used in conjunction with detailed guidance given below.

	<i>Tick</i>
Consult the calendar and then complete a calendar request form and obtain approval.	
Consider making an inspection/familiarisation visit for venues that are new to you.	
Make a provisional booking for the expected number of participants.	
Calculate projected costs for the trip.	
Create a budget sheet itemising all anticipated expenditure.	
Circulate an information sheet for parents.	
Ensure BHM's receive all information sent to parents.	
Where appropriate send copies of parents' information to the website manager to be posted in the 'Community' (password protected) area of the website.	
For charged trips collate a list of participants and copy to the Business Manager as soon as possible and before confirming bookings.	
Send the list of participants to the SIMS Manager. Request a Clarion Call group to be set up. Please remember to forward any changes.	
For trips that are optional confirm allocation of places to participants.	
Consult the Director of Staff re. intended staffing.	
Confirm your booking, including staff places.	
Make the required checks on companies/organisations providing services for your trip.	
Ensure volunteers or others who are not members of the school staff are registered with the Business centre. DBS checks may be required.	
Pass invoices and requests for payment to the business centre .	
Arrange transport.	
Submit requests to Catering Manager at least 2 weeks in advance. Confirm final numbers 48 hours in advance.	
Form D2 working/draft copy must be saved in y/staff information/trips & extra-curricular/D2 forms.	
Form D2 with declaration signed by the party leader, to be submitted 2 weeks in advance to School Administrator & saved as above, labelled 'final'.	
Collect Annual Medical Parental Consent Form summaries from the SIMS manager.	

Post D2 on staff room notice boards 10 days in advance to inform staff of any disruption to timetabled lessons.	
Cover request form submitted- at least a week in advance.	
Request petty cash from the business centre, if required, at least a week before departure.	
Hold a briefing meeting for staff, 1 – 2 weeks in advance.	
Request first aid kits from Medical centre.	
Ensure all staff on the trip are fully informed about participants with serious medical conditions or other special needs.	
Ensure pupils are aware of arrangements for the day approx. 48 hours in advance.	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office.	

On the day of the trip you need:

D2 Form (includes a register of the girls and staff on the trip.)	
Documentation regarding bookings including receipts.	
Emergency funds or access to funds .	
Copy of detailed itinerary.	
First aid kit(s).	
Girls' medication which should be labelled.	
Annual Medical Parental Consent Form summaries.	
School's Critical Incident Management Policy (Y-staff share/policies/whole school, Critical incident management policy).	

After the trip:

Return first aid kits and medical kits (epipens, inhalers etc).	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details.	
Return medical information etc to SIMS manager for shredding.	
Consider submitting a short report to AMP for Monday assembly .	
Provide written report on day trip to School Administrator if this might inform planning for future trips.	
Ensure a pupil writes up the trip and submits the article with a suitable photograph to the magazine editor or the website manager if appropriate.	

PLANNING AND PROCEDURE FOR RESIDENTIAL TRIPS

All Tours abroad must have prior approval from the Headmistress and should be entered on the Tours overview at least 18 months ahead of event.

First consult the calendar and discuss possible dates with the School Administrator

The following forms are required:

Calendar request form

This is an electronic form located on the y-drive in the folder 'Bulletins and Calendar' This must be submitted in full to the School Administrator, and approval received, before any further plans are made. Dates for residential trips will normally be noted on the calendar a year in advance. Details should be added as soon as they are confirmed.

The following forms are listed as Appendices to this document and can be accessed, and completed, electronically:

Letter PR

Specific letter/email sent by trip organiser to parents regarding trip with return slip for confirmation to include parental permission, information on payment and activities to be undertaken.

If there is a charge, then the consent slip must include the phrase 'I am the fee payer and I agree to the payment of.....being added to my bill'

All financial details must be approved by the Business Manager before the letter is issued. A sample letter is included in appendix C. You must pass your letter to the School Administrator and to the Headmistress (via her PA, cc to the School Administrator) and obtain approval before it is issued to parents or pupils.

Form R2

Confirmation Information and Risk Assessment must be submitted by the end of the first week of the term in which the trip is to take place. At this stage it may be a working/draft document, but should include all known details. As soon as further details are confirmed please update the R2 form and copy to the School administrator, indicating whether it is still a draft or final copy. The final copy must be submitted 2 weeks before departure, signed by the party leader and countersigned by the School Administrator. If detail change beyond this date you must send updates.

Letter R3

Specific letter/email sent to parents regarding information evening and pupil briefing.

Form R4

Parental consent form with medical information, to update Annual Medical Parental Consent Form.

Evaluation R5

Evaluations must be completed and submitted to the School Administrator within 10 school days of the end of the trip.

RESIDENTIAL TRIPS - PARTY LEADER'S CHECKLISTS

Staff planning and leading school trips must liaise with the School Administrator throughout. The following check list is designed to be printed and used as a working document. It must be used in conjunction with detailed guidance given below.

	<i>Tick</i>
Consult the calendar & discuss possible dates with the School Administrator. Complete a calendar request form and obtain approval.	
Consider making an inspection/familiarisation visit for venues that are new to you.	
Calculate projected costs for the trip, and check with School Administrator and/or Business Manager.	
Make appropriate insurance arrangements for your trip.	
Make a provisional booking for the expected number of participants.	
Create a budget sheet itemising all anticipated expenditures.	
Circulate an information letter and email to parents (Letter PR).	
Ensure BHM's receive copies of all information sent to parents.	
For charged trips collate a list of participants and copy to the Business Manager as soon as possible and before confirming bookings.	
Send copies of all relevant information, letters, insurance documentation etc. to the school website manager to be posted on the 'Community' (password protected) area of the website.	
Give parents the insurance key facts leaflet and inform them that full details are on the website. Advise them to read the key facts and to consult the full document for detailed information.	
Send the list of participants to the SIMS Manager. Request a Clarion Call group to be set up. Please remember to forward any changes.	
For trips that are optional confirm allocation of places to participants and their parents.	
Confirm your booking, including staff places.	
For overseas trips check that all participants have current passports and any visas needed or are included in a British Council list of travellers.	
Make the required checks on companies/organisations providing services for your trip.	
Schedule a parents' meeting (several weeks ahead of the trip). Submit a calendar request for this.	
Send letter R3 to parents (invitation to parents meeting) and form R4 (updates to AMPCF). Copy to BHM's.	
Prepare an information sheet for parents.	
Arrange for collection of R4 forms approx. 4- 6 weeks before travel.	
Schedule a pre-trip briefing meeting for participants a few days before departure. Submit a calendar request.	

Ensure volunteers or others who are not members of the school staff are registered with the Business centre. DBS checks will be required.	
Pass invoices and requests for payment to the business centre.	
Arrange transport.	
Submit requests to Catering Manager at least 2 weeks in advance. Confirm final numbers 48 hours in advance.	
Form R2 to be submitted in draft form to the School Administrator at start of term (in electronic copy). Working copy must be saved in y/staff information/trips & extra-curricular/R2 forms.	
Collect Annual Medical Parental Consent Form summaries from the SIMS manager.	
Request copies of a SIMS photo report from the SIMS manager.	
For residential trips abroad consider creating and issuing girls with identity/contact info cards.	
Final version of Form R2 to be signed by Party Leader & School Administrator & posted to staff room noticeboard 2 weeks before departure and saved in y/staff information/trips & extra-curricular/R2 forms.	
Cover request form submitted- at least a week in advance.	
Request petty cash from the business centre, if required, at least a week before departure. 2 weeks for foreign currency/currency pre-paid cards.	
Hold a briefing meeting for staff, 1 – 2 weeks in advance.	
Request first aid kits from the Medical Centre.	
Ensure all staff on the trip are fully informed about participants with serious medical conditions.	
Ensure pupils are aware of trip and travel arrangements 48 hours in advance.	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office.	

On the day of departure:

R2 Form (includes a register of the girls and staff on the trip.)	
Documentation regarding bookings including receipts.	
Cash and access to contingency funds. Access to emergency funds.	
Copy of detailed itinerary.	
First aid kits.	
Ensure girls are carrying their own emergency medication where required.	
Additional supplies of Girls' medication which should be labelled.	
School's Critical Incident Policy (Appendix 1), available from SIMS Manager.	
Insurance details.	
2 Photocopies of all passports, visas and British Council list of travellers where applicable.	
2 Copies of R4 and Annual Medical Parental Consent form summaries for all girls.	
Before departure ensure girls have their passports, visas,	
Instruction on use of Clarion Call.	

EHIC cards for trips within the EU.	
Emergency contacts for all staff on the trip.	
A SIMS photo report for all girls on the trip.	
Staff must collect in and look after all passports when abroad. Girls must carry one of the copies.	

After the trip:

Phone/text to home contact immediately on your return. This will usually be the School Administrator, or SMT member 'on call' during your trip.	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details already sent to Accounts Department where appropriate.	
Consider submitting a short report to AMP for Monday Assembly.	
Review the roll call list – inform relevant staff of any pastoral, medical or other issues/concerns.	
Complete R5 evaluation form to School Administrator within 10 working days.	
Ensure a pupil writes up the trip and submits the article with a suitable photograph to the magazine editor or the website manager if appropriate.	