



Guidelines for Parents Helping on School Outings

(Updated October 2018)

Thank you for offering to help with our class outing. Without your help the children would not have the experience and fun of a great day out. We have compiled some guidelines to help you understand your role and hopefully make the day even more worthwhile for everyone.

Purpose of the Outing

The outing may be the stimulus for, or the culmination of, a period of work. It will certainly be an educational experience.

Your Group

The Class Teacher (Group Leader) will inform you of the children in your group. Please be aware that your child will not be in your group.

Please encourage the children to be independent and responsible for their own belongings by not carrying their bags, etc for them.

You should check with the Class Teacher as to whether any child in your group has any special medical needs which may require attention.

Photos

Due to data protection regulations (GDPR), you must **NOT** take photos of any of the children.

Mobile Phones

Please **do not** use your mobile phone (for calls, texts, whatsapp, Instagram, etc.) whilst the children are in your care. Your phone should be on silent or switched off. If you have a call you need to answer or respond to, you will need to speak to a member of staff who can arrange for someone to supervise your group in your absence, before answering or responding to the call.

The Coach

Each child and adult must sit in their own individual seat with safety belts done up. When you get on the coach, please help the children in your group to do up their belts and check they are secure. No children may sit in the front seats or the centre of the back row of the vehicle. The Class Teacher will have sick bags in case they are needed.

Supervision

The Class Teacher has overall responsibility for the children and you should inform him/her immediately of any problems or difficulties.

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You should keep your group together at all times and always stay within sight of at least one other group. You should never take your group off on your own or go on any other form of transport or activity not organised as part of the outing. This would be a serious security, safety and insurance risk.

Each adult on the outing will have a pre-arranged role or responsibility. It would therefore not be appropriate to bring another child with you.

Health and First Aid

If a child in your group needs special medication, you will have been informed by the Class Teacher. In the case of a minor injury, the Teacher or Teaching Assistant will have a First Aid kit. **Please do not** administer any other lotions or medications that you have with you in case of an allergic reaction to them.

In the case of a missing child or serious injury the Class Teacher should be informed immediately.

Emergency Contact

Please ensure that you have the mobile phone number of the Group Leader and of the school (020 8950 2166).

Lunch

If it is a full day outing, please bring a packed lunch with you. The children **must not** share their lunch with anyone else, again in case of allergies. Children should carry their own lunch bags and throw these away after eating.

Work Sheets/Activities

The Class Teacher may have prepared worksheets or activities to be completed during the day. These are an important aspect of the outing and the teachers would be grateful if you ensured they were done according to their expectations.

Money

The children are asked not to bring money on an outing. **Please do not** be tempted to buy ices, sweets, post cards, etc. for your group. If these are needed, the teacher will organise something for the whole class.

Return Journey

Please have your group ready, having all been to the toilet, at the agreed departure place and time. When on the coach, would you please check nothing and no one has been left behind and that seat belts are done up and secure.

Thank you very much for taking the time to read these guidelines and we hope you enjoy yourself as much as the children will.

Mrs Melissa Regnier

Headteacher

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