

Hawthornden Excursion Policy

We are committed to giving our pupils as wide a variety of experiences and achievements as possible during their time with us. This will involve taking the children out of school in our local area and further afield at least twice each academic year. Being mindful of spreading cost, the vast majority of trips will be planned as part of the class year plan in August. However, on occasion last minute opportunities will arise and we will weight up the impact of going against the gain. (All 'adventurous activity' excursions need at least 6 weeks to process as they need to be approved by the authority.)

Flow Chart of organising a trip:

8 weeks + ahead of trip

- Speak to your SLT lead to get the go ahead for the trip
- Email 'trip booking form' to Nic Scott
- Organise parent helpers
- Book trip

6 weeks ahead of trip

- Write risk assessments for trip, travel and individual pupils
- Consider who your first aider will be
- Fill in Evolve paperwork online and submit - check with Jackie that she has signed it off
- Check that all of your pupils have relevant excursion forms filled in at the office

1 week ahead

- Confirm with kitchen staff how many pack lunches needed (free school meal children)
- Let any specialists, SfL teachers, Play Therapy, Nurture etc know who may be affected
- Confirm with helpers

1 day ahead

- Collect permission form, local excursion forms and any medication from the office
- Print risk assessments

On day

- Ensure all staff/helpers have read the risk assessments (be sensitive about parent helpers reading individual children's though) and signed them
- Go through check list before leaving
- Return all forms, medication and kit to the office on returning

Check List:

- Risk assessments
- Excursion forms/permission forms
- First aid kit
- Medication
- Mobile phone