

Newton International Academy

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An International community of learners striving for excellence and celebrating success



School Trip Policy

We believe that out of school activities are an important part of our students' education. The trips that children are taken on are always linked to the curriculum. We believe that the places visited during day trips or over night trips are an extension of our learning environment and provide numerous opportunities for learning. It is imperative therefore that all pupils attend the day trips.

Our Aims of School trips

- For our students to see 'real life' examples of what has been studied.
- To facilitate learning
- To ensure there is variety and interest in the curriculum
- To see the students outside the classroom environment.

The Aims of this Procedure

- To ensure the well being of students whilst out of school
- To ensure the buses are booked correctly
- To ensure all relevant parties are aware of when students /teachers/assistants are out of school.

Representing the school in the wider community

School trips are an opportunity for Newton International Academy to present themselves to the wider community. To ensure the reputation of the school is upheld.

- School uniform must be worn on all trips (please refer to the Uniform Policy)
- Staff accompanying the pupils on the trip must continue to follow the Staff Dress Code Policy – no jeans may be worn, Staff too are representing Newton International Academy.
- Bad Behaviour – If the class teacher feels that a child's behaviour will put themselves or others at risk during a school trip, that child should not be allowed to go on the trip. Parents must be notified of this decision. (Usually in extreme situations)

Conduct on the School Bus (see bus policy)

- Students must wear the seat belt.
- Students must remain in their seats.
- Students should not disturb the driver by making excessive noise.

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School Trip Procedure

- Notify the Team Leader who send the request to Management at least 2 weeks in advance: Heads of School.
- Team leaders should complete the MOE trip approval form and return it to reception.
- Once the MOE gives permission for the trip to take place, letters should be sent home informing the parents about the school trip with a Parents' Permission Form including parent's signature and telephone number.
- The adult / student ratio is important for the safety of our pupils. Early Years Foundation Stage: 1 adult to 6 children. KS1, KS2: 1 adult to 10 children.
- A risk assessment must be done by teachers prior to the trip.

Parents may be asked to accompany the class. No siblings or nannies are allowed. If the risk assessment shows a greater risk, teachers are asked to discuss staff / student ratio with the Team Leaders/ Management

- All permission slips received should be filed into a School Trip Folder.
- If you are going to a new place, you must ensure a risk assessment is done **before** you go with the students.
- It is your responsibility to check through the Risk Assessment and sign and date it before you go. A copy of this goes with you and a copy goes into the folder with the Student Contact Form.
- Teachers should inform Specialist teachers who are timetabled to teach the class whilst they are out of school.
- Arrange cover if you will not be able to do break duty
- Register must be taken on SIMS and on the fire register. Indicate if the student is on the trip / absent / stayed back at school. A copy of the register should be submitted together with the risk assessment to SMR.

During the trip you must ensure you have:

- School and Management contact numbers
- First Aid Kit (from the Nurse)
- A mobile phone
- The Risk Assessment
- Class List of each class

If an emergency occurs please inform the school immediately.

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Whilst on the trip if an incident occurs which results in injury or may have resulted in injury or worse you must fill out an incident report form.

Staff must ensure regular head counts or roll calls happen whilst outside of school.

Once the trip is completed please hand the School Trip folder to your Primary/ Deputy Head.

Special medical circumstances: If a child in the class has a known serious illness, ie an allergy to peanuts, diabetes or any illness that requires emergency / regular medication, the parent or nanny should accompany the trip to administer any emergency medication and all teachers should be informed.