

STAFF HANDBOOK

TRIPS

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GUIDANCE FOR SCHOOL TRIPS

Preparation for the visit

- 1 Briefing is essential for pupils and supervisors (both teacher and adult helpers).
- 2 Written parental consent must be contained.
- 3 Appropriate insurance must be obtained.
- 4 Information must be given to parents about clothing, footwear, food etc that is required.
- 5 Details must be obtained about any child's medication, with parent's written consent to administer it (for example, travel sickness).
- 6 Governors' approval must be obtained for overnight stays and the residential visits form completed well in advance.
- 7 Parents must know in advance of arrangements, party regulations, names of leaders and accompanying adults, clothing etc required, contingency plans, itinerary, emergency arrangements, names, addresses and telephone numbers of accommodation used and what insurance has been arranged. This can be done through a parents' meeting or letter with a reply slip.
- 8 The school visits form must be returned by the parents.
- 9 There must be a clearly designated leader and for larger groups a deputy leader.
- 10 The level of supervision must be agreed with the headteacher. Guidelines would be 1:20 (1:15 for trips abroad) as an absolute minimum.
- 11 For visits other than in the immediate neighbourhood of the school, three weeks' notice must be given to parents and office staff to ensure catering arrangements.
- 12 Children receiving free school meal are entitled to a packed lunch.

For further guidance on the legal requirements and for a comprehensive health and safety procedures, consult the DfES website: <http://www.dfes.gov.uk>

See: the Duty of Care During Pupil's Off-Site Visits, Including Visits To Activity Centres.

MINIBUSES

Staff may use the minibuses for school activities.

Drivers should have passed a minibus competence driving test.

Drivers are required to be over the age of 21 and be in possession of a full Group A driving licence.

Drivers who have endorsement or medical condition, which may impair their driving ability, **MUST** ensure that they are covered under the insurance policy.

Drivers with convictions under Schedule 4 of the Road Traffic Act 1972 should be recorded. Notifiable convictions include drink driving, dangerous driving, speeding and vehicle maintenance. If drivers have had a serious infringement, headteachers should consider whether they are suitable to drive.

Drivers' licences should be inspected annually by the headteacher or designated person to ensure eligibility to drive. Drivers are required to notify the headteacher of any changes on their licence holding or medical condition that may impair their ability to drive.

In law any person driving a minibus assumes the responsibility for that vehicle being serviceable and that the vehicle conforms to the relevant requirements of the Road Traffic Act. It is also the responsibility of the driver to ensure that all passengers wear seat belts.

Drivers **MUST** complete a visual checklist before a journey, and the relevant form must be completed. Any problems must be reported to the appropriate person immediately.

Drivers **MUST** always drive with extreme care and keep within the speed limit.

In order to check that a vehicle is safe, drivers should conduct a check whenever they take the vehicle out onto the public highway.

This check should include:

1. Tyres, visual check on pressure, splits on tyre walls
2. Steering wheel movement for loose play
3. Effective operation of the horn
4. Effective operation of brakes
5. Effective operation of windscreen wipers and washers
6. Effective operation of driving lights, brake lights, indicators and reflectors

7. Security and cleanliness of driving mirrors – including the two wing mirrors
8. Security and legibility of number plates
9. Checking that the road fund licence (and where applicable the minibus permit) is prominently displayed

A weekly vehicle check that the headteacher should designate to an appropriate person would also include:

1. engine oil, coolant, brake, clutch and battery fluid levels and the screen washer bottle
2. cleanliness of lights, indicator reflectors, windscreen and windows
3. check exhaust system for noise and security
4. check general bodywork and trim
5. check security of doors and seats
6. check fan belt for slip
7. check the vehicle is internally clean and tidy

CHARGING POLICY

Any charges made by the school must meet the requirements of the Education Act 1996 and The Education Regulations 1999. The governors endorse the guiding principles contained in the act, in particular that no child should have his or her access to the curriculum limited by charges.

Aims

- To make a broad programme of trips and activities accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget

Practice

Charges will not be made for any activities that are a requirement of the National Curriculum.

Voluntary contributions may be invited for trips. No student may be excluded because of inability to pay. The school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Trips that take place mainly outside school hours are chargeable. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

In practical subjects, parents may be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the finished product.

Textbooks will be provided for all subjects throughout the school. However, students may be asked if they wish to purchase additional textbooks. It must be explained that this is purely voluntary. Two copies of any book offered to pupils on a voluntary basis **must** be placed in the school library.

In addition, if any such book were to be used in school for revision or setting homework, then students **must** be provided with copies from departmental stock if they have chosen not to purchase their own.

Photocopied notes such as course guides and examination papers **will not** be charged for. Any such papers lent to students must be returned in a reasonable condition or the pupil (or their parents) will be asked to pay for them, as would be the case for a textbook.

Exercise books and paper will be provided for pupils up to year 11. Sixth form students will be expected to provide their own writing paper.

Instrumental music tuition and/or loan of instruments will be chargeable unless it is part of a public a public examination or National Curriculum course.

The cost of examination entries for subjects taught within the school will normally be met by the school. In cases where candidates have failed to meet the school's entry criteria, but wish to enter may be asked to pay the entry fees, returnable on the achievement of grades in those subjects.

In cases where monies are levied, parents must be advised in advance and money collected prior to the activity. Requests for help from parents on income support or working family tax credit will be considered and assistance provided within the limits of the school's budget. Complete confidence will be observed in such matters. Any insurance will be included in charges for trips or activities.

Useful links

DfEE website has information on charging policies.

http://www.dfes.gov.uk/a-z/CHARGING%5FFOR%5FACTIVITIES_ba.html