



St Mary  
Magdalene  
Academy

# **ST MARY MAGDALENE ACADEMY**

## **SCHOOL JOURNEYS POLICY**

## ST MARY MAGDALENE ACADEMY

### SCHOOL JOURNEYS AND EDUCATIONAL VISITS POLICY

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## 1. Aims and Objectives

### **School trips must have clear educational values**

Each school journey should assist the Academy to achieve its objectives in all or in a balanced selection from the following areas:-

- a. Skills and communication:  
(i) The development of skills, taste and judgement in listening, speaking, reading and writing. (ii) The use and understanding of mathematical symbols.
- b. Understanding the World of Mankind:  
For instance, Geography, History, Architecture, Physical and Natural sources, Democracy, Human Relationships, etc.
- c. Study Skills:  
How to learn, methods of enquiry, their choice, recording and evaluation, etc.
- d. Physical and Mental Health:  
Strengths and weaknesses of the human body, good habits for health, development of leisure pursuits.
- e. Social Service:  
Human relationships, responsibilities to the family, the community and society, interdependence and the importance of conversation, etc.
- f. Aesthetic development:  
Opportunities to acquire skills in, and to develop the appreciation of music, arts, crafts, movement, drama, writing, literature and architecture.
- g. Provision for special interests and talents of individual students and the adults with whom they come into contact.
- h. Standards of Behaviour:  
Development of a sense of right and wrong, the rights and responsibilities of the individual, etc.
- i. Development of constructive attitudes of persistence:  
Pride in their work, use of initiative, co-operation, independence, etc.

The Academy will use the environment, e.g. people, places and things to provide many of the experiences to further these objectives.

## **2. Responsibility**

Although the Principal is ultimately responsible for all visits and will determine whether a trip can take place, the task of monitoring and co-ordination of such visits is delegated to the designated member of the Senior Leadership Team (SLT).

## **3. Organisation**

Initially a member of staff who wishes to organise a visit should discuss it with the Principal and/or the designated member of the SLT. The Principal will then determine whether the proposed visit can take place, subject to authorisation by the Governing Body.

The Governing Body should be given a formal request for approval for all visits and journeys involving absence for one night or more, for day visits or journeys including travel by air or sea and for day visits involving a hazardous activity as listed in DCSF booklet "Health & Safety of Pupils on Educational Visits". The appropriate visits form should be completed in order that it can be submitted by the Principal to the Governing Body. This should be, at the latest, at the meeting of the Governing Body prior to the proposed visit, in exceptional circumstances the Chair of the Governing Body may wish to exercise his/her discretionary powers to authorise a late request.

Regular updates must be given by the Party Leader to the Principal and the Governing Body to the Principal as agreed by the Party Leader and to the Governing Body at meetings prior to the visit.

A letter must be sent to students to invite them on a trip, this letter should outline the criteria and any issues, which relate to poor behaviour as a reason for disallowing attendance. The letter should be sent to parents and carers.

### **Following all residential visits**

An evaluation should be given to the designated member of the SLT with responsibility of trips within 2 weeks of return from the trip.

## **4. Supervision of Students**

Supervision must be by adults and not less than half of the total number should be qualified Teachers on the staff of the Academy as follows:

### **a) Day visits to UK**

- 2 adults minimum for up to 30 students
- 1 additional adult for every additional 15 or part of 15 students.

b) Residential visits in the UK and abroad and Day visits abroad

- 2 adults minimum for up to 20 students
- 1 additional adult for every additional 15 or part of 15 students (UK visits)
- 1 additional adult for every additional 10 or part of 10 students (visits abroad).

All mixed group visits require "mixed" adults in a supervisory capacity. Adults should be members of Staff/employees.

For visits to places outside London or to places not geographically close, the "Plus-One" rule must apply. An extra Teacher must be included in staffing so that if a student is ill or commits an offence they can be escorted home. This will be at the parents/carers' cost. It need not apply where it is feasible for the Academy to be contacted for assistance.

### **Party Leaders**

The Party Leader must always be a qualified Teacher on the staff of the Academy; newly qualified teachers should not be in charge of parties of students on visits.

The Party Leader has a "**duty of care**" at all times and is responsible for ensuring that all other staff understand the responsibility and act accordingly.

Another supervisory adult must be designated as "**deputy**" and should be involved in all decisions and be able to take responsibility in an emergency.

### **Transferred Responsibility**

There are situations when total responsibility passes to another person such as an Instructor specifically qualified as in mountaineering, water sports or skiing. It is important for Party Leaders to remember that, although in these circumstances they retain a general "duty of care", they should not attempt to take over the role of the Qualified Instructor. If, for any reason, the Qualified Instructor is unable to continue with his/her instruction, the activity must then cease.

In these circumstances it is the duty of the Party Leader and accompanying adults to return the party to a place of safety as soon as possible.

The Party Leader must be certain that where activities are hazardous that safety can be assured. If at any stage safety cannot be insured the activity must be terminated

## 5. Responsibility of Supervising Staff

“Telling students what to do and expecting them to do it is not enough”- supervision is essential.

Responsibility for students rests with all teachers and adults so designated as supervisory and this responsibility is for the total time from the start to the finish of the visit. With residential visits this responsibility is for 24 hours. Visits should never be seen as "holidays" for staff: their "duty of care" applies at all times and students must know at all times the whereabouts of supervisory staff to whom they can go in an emergency. This applies at night as well as by day.

“Duty of care” covers all students even those who have reached 18 years.

### **Staff Code of Conduct**

Staff should know that visits are not holidays; that they are not there for their own pleasure and that adequate supervision is ensured at all times.

Staff should try to anticipate the "unforeseeable" and "unavoidable" and prepare contingency plans. This should be addressed in your risk assessment.

The Party Leader should make it clear the meaning of "supervision", the "duty of care"

Also that the contract of employment to the Academy applies at all times; with residential courses this is 24 hours.

The Supervisory Staff should draw up their own "Code of Conduct" which can be written or unwritten and should be drawn up by consent.

It should include items such as when staff are "on duty" and available, particularly late at night or outside set activities, and should be relevant to the visit. It could include for example decisions as to who returns/stays with an injured party member.

Reckless behaviour (e.g. drinking) may mean insurance void.

It is important for staff to realise that they are upholding/protecting the ethos of the Academy.

## 6. Coping with the Unexpected

All staff should be prepared for the unexpected. There should always be a reserve list of "stand-by" staff.

The Party Leader must ensure that in periods outside school hours he/she has the telephone numbers of the Senior Management Team who will be available as emergency contacts.

The Party Leader should always have a float of money in relevant currencies available plus credit cards.

If a student has to go to a Police Station he/she must be accompanied at all times.

The British Consul may be contacted if in doubt.

In an emergency, staff should say nothing unless a Lawyer is present. The Principal or the Vice Principal and No other person should be notified.

Staff and students should be kept away from the press and "no comment" offered.

Under no circumstance should any member of the supervising staff give a statement until authorised. A student should never give a statement.

Students must not be exposed to any public body and must be protected at all times.

Party Leaders should familiarise themselves with "Health & Safety of pupils on Educational Visits". (Copy with member of staff designated i/c visits)

For all visits the Party Leader should take students home/emergency contact numbers.

## 7. Code of Conduct

Rules operative during a visit should be those that can be listed and penalties for infringement of those rules should be stated.

- a. Relevant Academy rules apply to all students on any visit. This should be pointed out to all staff, students and parents/carers before the visit.

(N.B. A school is not a building; it is the body of people who comprise that designated term).

- b. Dress should be appropriate to the visit with school uniform being standard. This must be made clear to all involved before the visit.
- c. The behaviour of the students must reflect the ethos of the Academy at all times.
- d. When there is a difference between strength of rules, the rules that are stronger always apply.
- e. Alcohol  
The consumption of alcohol is forbidden; staff may not consume alcohol while in a supervisory capacity.
- f. Smoking  
Smoking is not allowed at any time and cigarettes may not be purchased. Staff should not smoke in front of students.
- g. Drugs  
No substances, which can lead to addiction or abuse, may be purchased or used.
- h. Valuables  
No responsibility is taken for these and it is not advisable for students to take items of value on a visit.
- i. Other adults in charge  
Students must always follow instructions given by other adults in charge such as qualified instructors. Police checks will be required for any adults supervising students. (If these checks have not been completed, the adult cannot accompany the trip in a supervisory role).
- j. If students are allowed out on their own in groups they must remain in groups of three, never stray outside the designated area or leave one member of the group on his/her own. This should be seen as a privilege - not a right.
- k. Organised visits  
The Tour Operator may impose and have the right to impose their own rules and these must be adhered to unless the Party Leader feels that the "duty of care" overrides.
- l. On residential visits students are not allowed to visit other students' bedrooms.

## 8. **Safety**

The Party Leader and supervising adults must at all times have care for the safety of the students in their charge. A First Aid kit must be taken on all visits and safety procedures must be outlined to all students. On residential visits the Party Leader must ensure that the rules for evacuation of the premises are known by all as soon as possible and at the latest before students retire on the first night. Any first aid given should be noted, by the member of staff responsible for and qualified in First Aid. It is the Teacher's responsibility to ensure medication is taken but they do not need to administer that medication

## 9. **Outdoor Education/Adventurous Activities**

For activities, which include Mountain Walking, Rock-Climbing, Skiing, Caving, Camping, Horse-riding, Orienteering, Cycling and all Water Sports, qualified leaders only can take responsibility and the above document should be referred to for specific advice.

The following questions should be asked of the Centre:

### **Risk Assessment**

Has the Centre completed risk assessment for all its activities? If this is not the case it is the responsibility of the Trip Supervisor to do this.

### **Has the Centre any independent recognition or accreditation?**

Relevant examples are British Canoe Union or Royal Yachting Association recognition, and general accreditation schemes, such as that of the Wales Tourist Board. Not all of these are of equal merit. A UK-wide accreditation scheme is being developed.

### **Does the Centre operate to a written code of practice?**

The Centre should be willing to provide a copy or summary of its code of practice. This should include operating procedures for each adventure activity, which conform to relevant National Governmental Body guidelines, particularly with regard to Instructor qualifications. Accident and emergency procedures should be identified.

Schools are strongly recommended to seek expert advice, for example from their LA, on any technical information provided.

### **Will the Centre give names and addresses of recent User Groups?**

Before visiting a Centre for the first time it is sensible to obtain an opinion from similar schools, which have recently made use of it.

### **Does the Centre offer preliminary visits and pre-course liaison?**

Liaison is vital to ensure that the course meets the Academy's curriculum objectives and is appropriate to the needs of the students. Party Leaders will need to visit the Centre to complete their Risk Assessment. This must be done prior to any visit with students

### **Does the Centre clearly define its responsibility for the supervision of students during the course?**

It must be clearly understood when the Centre Staff will supervise the students and when the accompanying Teachers will be expected to do so.

### **Does the Centre comply with relevant statutory requirements?**

The Centre should be able to provide evidence of compliance with the law, for example in respect of Fire and Food Hygiene.

### **Does the Centre have adequate public liability insurance?**

Where the Centre offers personal accident cover the suitability of this cover should also be checked.

## **10. Insurance**

Visits are automatically covered by the School Insurance Policy. Insurance cover must be checked with the Academy Office and affected at the time that deposits are taken. The Group Leader should write to parents/carers to tell them which responsibilities the LA/Academy accepts and the scope of any insurance cover the Academy is to arrange. It is advisable to make copies of the insurance schedule available to parents/carers as early as possible in the booking process.

### **Use of Staff Vehicles**

Staff should ensure that they have adequate cover from their insurance company.

### **Minibuses**

Staff driving minibuses cannot supervise students a second member of staff must be present.

The Minibus Driver must:

- Observe LA and Governing Body guidelines.
- Not drive when taking medication or undergoing treatment that might affect their ability or judgement.
- Know what to do in an emergency.
- Know how to use fire fighting and first aid equipment.
- Avoid driving for long periods and ensure that rest periods are taken.
- Clarify and comply with transport regulations and the requirements of the vehicles insurance cover.
- Take into consideration the effects of teaching and the working day.
- Have regular medical checks e.g. eyesight.
- Those driving the Academy's minibus must have their name entered at the Academy Main Office for insurance purposes.
- Hired minibuses must have seat belts.
- Reference can be made to the member of staff in charge of minibuses.

Parents/carers must have a copy of the Insurance Policy in advance in case they wish to add/amend the cover available.

## **11. Financial Payments**

For visits which are part of the Curriculum, students and parents/carers should know what the payment covers. Any excess must be returned to the students/parents/carers.

Transport and entrance fees for staff must not be paid for by the students. Staff should not pay for Curriculum led visits.

Claims for such expenses can be made at the Academy office.

### **Non-Chargeable**

Visits where more than 50% of time (including travelling time) takes place in Curriculum time - voluntary contributions can be requested.

### **Chargeable**

Visits where more than 50% of time (including travelling time) takes place outside Curriculum time - charges can be made.

It is important to stress that parents/carers may be asked to make a voluntary contribution that covers the cost of any visit in or out of school hours. However if the visit is in school time the student has the entitlement to take part in the visit, irrespective of any payment. If the amount of voluntary contribution falls below

the target, the Party Leader then has to determine whether the visit is financially viable.

Charges for visits/trips that fall outside the school day and are not required by either the National Curriculum or a public examination may not exceed the actual cost of the provision (a restriction that does not apply to the calculation of a voluntary contribution).

Costing for such visits/trips may include:

- Transport
- Board or lodging
- Admissions
- Materials and equipment
- Insurance
- Staff incidental costs, transport, residential admissions
- Costs of appropriate non-teaching staff
- Teachers on a specific contract for that activity

Any visit arranged by a third party (normally a commercial enterprise) can be fully charged whatever time the visit is made.

Any interest gained from students' money put into a bank account/building society, legally belongs to them.

For all visits it should be made clear what the cost policy will be for:

- a. Those who drop out at any stage.
- b. How, when, where and to whom payment is to be made. Direct Debit and Post dated cheques should be considered.

If it applies to a visit, parents/carers should be informed at the beginning if they are liable for any surcharges.

The Party Leader must issue receipts for all money collected and keep relevant and detailed accounts for auditing purposes.

### **Procedure for Collecting Money**

Staff collecting money from students for any reason, must keep a record of monies paid. **All** money collected must be given to the Finance Officer to be banked. Any refunds **must** be dealt with by the Finance Officer who will arrange for the student to be reimbursed by cheque. This is to be drawn against the account for School Journey, Visits, etc. Monies may not, under any circumstances, be held by staff. If it is not possible to pay monies in to the office straight away, the money must be collected at another time.

**Paying-in sheets** are available from the Finance Officer. These sheets must be used and presented with all payments.

Staff must also issue a “payment card” or receipt for all payments received.

**Receipt books/Payment Cards** are available from the Finance Officer.

Receipts **MUST** be issued for all payments.

E.g. day visits/field trip/visit to the theatre/museum/payments towards travel.

Money should be banked through the designated administrator, a record sheet and cards can be obtained from the Academy office.

The Party Leader must also make suggestions as to how much pocket money a child will need and make arrangements for the supervision of such money.

No later than two weeks after the completion of a visit, a summary account of receipts and expenditure must be made; these must be submitted to the finance office to be retained.

## **12. List of Students on Visit/Journey**

Before departure a list of the names of students and adults involved in the visit (with addresses and telephone numbers) must be given.

A list of students’ names should also be posted on the Academy Main Office & Staff Room notice board at least 7 days before the visit. The member of staff in charge of cover should be informed of the trip and the form classes that will be affected as early as possible.

## **13. School Meals**

The Party Leader should give the School Caterer at least 7 days notice of the numbers of students involved. Packed lunches are available for students normally entitled to free meals.

## **14. School Caretaker**

The caretaker should be contacted if any visit leaves before 8.15am and returns after 6.00pm.

## **15. Package Holiday**

Normally only A.B.T.A. or T.A.P bonded Tour Operators will be used.

Party Leaders must clarify what is included in the total package before entering into a contract with a Tour Operator.

Refer to Consumer Protection 1992 No. 3288.

## **16. Health**

Every possible precaution should be taken to prevent the spread of infectious illness in school journey parties or in the districts where they are staying. No student, who at the time the party leaves London, is suffering from or known to be a contact of any infectious condition (whether or not the student is excluded from school) should be allowed to accompany the party.

It is of the utmost importance that the students should be closely watched whilst they are away and any student showing signs of ill health should be isolated at once and a doctor called, especially if any abnormal condition of the skin appears (i.e., rash, eruption, roughness, or peeling). The doctor should be told if any infectious illness is known to be prevalent in the student's home district so that he may call in the assistance of the local community health physician, if necessary. Information regarding the occurrence of any infectious illness in the school journey party must be forwarded at once to the Area Specialist in Community Medicine (Child Health) in the student's home district.

Students may not be excluded from a school trip due to a medical condition. A nominated member of staff must be available to escort a student home in the event of a medical emergency.

Parents/Carers should be encouraged to advise schools of any infectious illness that may occur in the homes of children after their departure on school journeys.

Particulars will be transmitted to the teachers in charge of parties in order that the children concerned may be kept under special supervision.

## **Vaccination and Immunisation**

The Department of Health, PO Box 777, London SE1 6XH should be contacted on 0800 555 777, who will provide up to date relevant information.

## **17. Swimming**

No student is allowed to take part in activities that involve swimming unless the appropriate consent form has been completed before the trip.

Swimming should only be allowed in a public swimming pool where there are life guards in attendance. Swimming in open water is discouraged and special permission and details of procedure must be obtained from the Principal.

## 18. Residential Visits

Meeting with parents/carers. A meeting must be held when final details and arrangements can be given.

**Departure:** It is preferable for the group to assemble at the Academy.

If students assemble at a station, it is suggested that a teacher who will not be travelling with the party should see the party off and be responsible for the return of any student who is unable to travel with them. This may involve waiting for a student who has not appeared by the time the train leaves. The parents/carers of any student travelling with the party can then be told if they are present and informed at once if they are not.

**Arrival:** On arrival the Party Leader should inform the Academy or a designated member of the Academy by telephone and one parent/carer whom other parents/carers can contact.

Female students are not allowed to sleep in ground floor rooms or dormitories

## 19. Passports

All students and Staff must hold a British/EC Passport/or if a student holds a passport from another country it is the Parents/Carers responsibility to ensure the pupil has the appropriate visa documents.

## 20. Salary Arrangements for Part-time Salaried Teachers, Supply and Visiting Teachers and Non-Teaching Staff

Part time salaried teachers will be paid at their normal rate throughout the period of the school journey.

Supply and visiting teachers, who, with the prior consent of the Principal, accompanying parties, may claim payment during term-time in accordance with their normal weekly engagement but no payment can be allowed for weekends, bank holidays or during the school holidays.

## 21. Information Folder

This should go to:

- Principal
- SLT in charge of School Trips
- All Supervisory Staff

This should contain:

- Dates
- List of students - full name as on passport
- Itinerary
- Cost
- Party Leader and staff responsible
- Contact addresses and phone numbers
- Code of Conduct
- Dress
- List of what has to be taken
- Copy of Booking Form
- Copy of Confirmation Invoice
- List of contact telephone and fax numbers at Academy and at destination
- Copy of Insurance Policy and Emergency phone numbers day and night for all party members
- Age of each participant at time of visit
- Passport number and where and when issued and date of expiry
- Health details from students
- Food Requirements
- Religious Requirements.

#### **For Party Leader Only**

- A list of all Credit Card numbers
- Recent passport photograph of each party member
- E111 forms for visits outside the UK but inside the EC.

#### **22. Information Required from Parents/Carers**

- a. A statement stating that there is no reason why the student cannot be taken out of England and Wales.
- b. For students with non-EC passports details of any Visas needed for countries likely to be visited.
- c. Health details, known problem areas and a list of all drugs carried by students.
- d. That a copy of the Insurance policy has been received.
- e. That the pupil is not travelling against doctor's advice; if a student has a specific condition written information should be given as to the treatment.
- f. Students who are either Jehovah's Witnesses or Christian Scientists and whose parents/carers do not want them to have medical treatment need to sign a waiver which will be sent to the school prior to the trip.

#### **23. Information to be given to Parents/Carers**

That criteria for selection for visits where applicable (all students are entitled to curriculum related visits).

That the Academy will not accept responsibility for students' valuables.

If special religious requirements need to be met the itinerary must be given early so that parents/carers can evaluate the situation.

That Academy rules apply at all times.

That any pupil whose behaviour is not acceptable can be sent home and parents/carers will be told when and where to collect the student.

## 24. **Students**

All should have a copy of the Code of Conduct, which must include:

Copy of School Rules

and a copy of whichever applies of the following:

- Behaviour on ferries;
- Behaviour in aircraft;
- Dress;
- Expectations;
- National Law;
- Alcohol, Drugs, Tobacco;
- Who the responsible adults are;
- Rules about when permission is needed to go out and numbers in a group;
- Work expected, amount of time allocated;
- Rules about fire, where to look for signs.

The code of conduct must be gone over in detail to all students before the visit and reiterated during the visit and before the return journey.

In addition the following should be drawn to students' attention if applicable.

1. Time of going into bedrooms and lights out, also time to get up in the morning.
2. Attentiveness - full attention at all times when instructions are being given.
3. Co-operation and respect to be shown for external agencies such as Tour Operators, Ferry Companies.
4. Litter - observe warning notices.
5. Not going into other students' bedrooms.

6. No interference with others' property.
7. To take responsibility for equipment on loan.
8. To be punctual at all times.
9. To use appropriate language.
10. To have respect for religious establishments.
11. To have respect for the Courts, Assemblies and other events so as not to impair those activities.
12. To comply with Local Law.
15. To comply with the Tour Operator's requirements.



The fully completed form must be given to XXXX at least two weeks before the trip together with a copy of the of the letter(s) sent to parents/carers.

26. **APPLICATION FOR SCHOOL VISIT**

FORM B: FOR RESIDENTIAL VISITS

Has the visit been discussed with the Principal? Yes  No

1. Proposed visit to:.....  
Full address:.....

.....

Telephone Number: Fax Number:

2. Purpose:

3. Date of Departure: Date of Return:

Time of Departure: Time of Return:

4. TRAVEL ARRANGEMENTS:

- a) Method of travel:
- b) Name of Coach Company / Travel Company:
- c) Details of privately owned vehicles if being used:
- d) Details of minibuses:

5. SUPERVISORY STAFF

- a) Name of Party Leader
- b) Name of Deputy Leader
- c) Names of all other supervisory adults

STUDENTS

Number of Students:

Boys/Girls/or Mixed

Form Group:

Year:

Ages:

Cost per pupil:

Total cost of trip:

6. Has a letter been prepared for parents/carers? Yes  No

7. Will the Facilities Manager need to be informed? Yes  No

8. Will the Facilities Manager need to be informed? Yes  No

27.

**FOR VISITS ABROAD**

1. Will visas be needed for non-EC Students/Staff? Yes  No
  
2. Do you need to contact the Dept. of Health for information on vaccination / inoculations? Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM MUST BE RETURNED TO THE PRINCIPAL AT THE ACADEMY

VISIT AGREED Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Academy Governors Notified: Yes  No

**28. FORM OF CONSENT OF PARENT OR CARER FOR STUDENT'S PARTICIPATION IN SCHOOL VISIT (OUTSIDE ENGLAND AND WALES)**

VISIT TO: .....

1. I apply for a place on the visit for my daughter / son

FULL NAME: ..... FORM: .....  
DATE OF BIRTH: .....

2. If a place is available, I agree: -

- a) to pay you on account a deposit of £\_\_\_\_\_
- b) to complete the payment of the total amount by the date as detailed.

3. I understand that the deposit is non-returnable unless: -

- a) I cancel the place before any expenses are incurred or any commitments are entered into.
- b) the visit is cancelled for any reason and some money remains after all expenses and commitments are met.

4. There are no known medical reasons why the above student cannot take place in the proposed trip.

5. I agree to pay the full cost of the visit in the event of any withdraw of the above student without good reason.

6. I authorise members of staff during the course of the visit to approve any medical treatment for the above student as deemed necessary in an emergency on the advice of a qualified medical practitioner.

I give details of any known medical condition and treatment required herewith:

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7. There is no known reason why the above student cannot be taken out of England and Wales.

SIGNED: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

NAME: \_\_\_\_\_ (Block Capitals)

ADDRESS: \_\_\_\_\_

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**29. FORM OF CONSENT OF PARENT OR CARER FOR STUDENT'S PARTICIPATION IN SCHOOL VISIT (IN ENGLAND AND WALES)**

VISIT TO: .....

1. I apply for a place on the visit for my daughter / son

FULL NAME: ..... FORM: .....

2. If a place is available, I agree: -

- a) to pay you on account a deposit of £ \_\_\_\_\_
- b) to complete the payment of the total amount by the date as detailed.

3. I understand that the deposit is non-returnable unless: -

- a) I cancel the place before any expenses are incurred or any commitments are entered into.
- b) the visit is cancelled for any reason and some money remains after all expenses and commitments are met.

4. There are no known medical reasons why the above student cannot take place in the proposed trip.

5. I agree to pay the full cost of the visit in the event of any withdraw of the above student without good reason.

6. I authorise members of staff during the course of the visit to approve any medical treatment for the above student as deemed necessary in an emergency on the advice of a qualified medical practitioner.

I give details of any known medical condition and treatment required herewith:

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SIGNED: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

NAME: \_\_\_\_\_ (Block Capitals)

ADDRESS:

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**30. FORM OF CONSENT OF PARENT OR CARER FOR STUDENT'S PARTICIPATION IN ADVENTUROUS ACTIVITY**

VISIT TO:.....

ACTIVITY:.....

I give permission for my daughter / son

FULL NAME: \_\_\_\_\_ FORM: \_\_\_\_\_

to take part in the activity named above.

SIGNED: \_\_\_\_\_ (Parent/Carer)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ (BLOCK CAPITALS)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

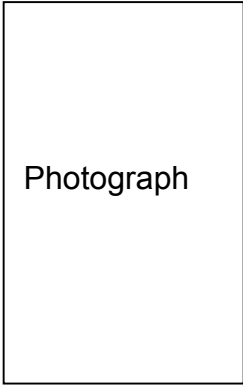
31. **ORGANISING A VISIT - AN AIDE MEMOIRE**

Tick When  
Complete

1. Familiarise yourself with School Visits Policy.
2. Discuss with PM, where appropriate, contact other staff.
3. Permission from Principal.
4. Complete relevant form (available from Academy office).
5. Insurance, check with Academy office.
6. Letter to parents/carers, (pro-forma available from Academy office)
7. Changing/collecting of money, check Academy policy.
8. School Meals Service - inform where necessary.
9. Facilities Manager - inform where necessary.
10. List of students and supervisory adults to Academy office and  
on staff notice board.
11. Destination and times of visit to Academy office.
12. Inform member of staff i/c cover.
13. Emergency contact numbers.
14. First Aid, extra money.

**ST MARY MAGDALENE ACADEMY  
SCHOOL JOURNEY PERSONAL DETAILS, MEDICAL AND CONSENT FORM**

**1. PERSONAL DETAILS**



Student's Full Name: .....  
Last Name Fore Name(s)

Date of Birth: ..... Place of Birth: .....

Home Address: .....

Name of Parent/Carers(s): .....

24-Hour Contact for duration of Journey: .....

Telephone No: . .....

**2. MEDICAL INFORMATION**

Please indicate below any allergies and any other relevant medical information.

.....  
.....  
.....

I, ..... being the legal guardian of

.....

authorise .....to agree on my behalf to any  
medical treatment considered by a physician to be urgent.

Signed: ..... Date: .....

**3. SWIMMING**

I certify that my son / daughter can swim a minimum of 25 metres. I give my  
permission for my son / daughter to participate in supervised swimming activities.

(Note: any student not complying with swimming regulations will be banned from  
swimming either temporarily or permanently).

**4. GENERAL ACCEPTANCE OF SCHOOL JOURNEY ARRANGEMENTS**

Having been informed of all details concerning the journey to

.....on..... I agree and confirm the arrangements made on my behalf by St Mary Magdalene Academy.

Signed: ..... Date: .....

**5. PARENT/CARER'S UNDERTAKING**

I understand that during the whole time of the journey the Staff who have organised the trip are responsible for the health, welfare and safety of my son / daughter. I undertake not to interfere with arrangements during the journey and delegate all reasonable responsibilities to the staff:  
(teachers involved in the journey should be inserted here)

**6. STUDENT'S AGREEMENT**

I agree to act as a responsible person at all times and to do as asked and or instructed by a member of staff.

Signed: ..... Date: .....