

**Colham —  
— Manor**  
**Primary School**  
*Aspire, Achieve, Thrive*

**Educational Visits and  
School Trips Policy**

Date policy last reviewed: December 2024

# Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Planning school trips
5. Risk assessment process
6. Vetting providers
7. Equal opportunities
8. Transport
9. Parental consent
10. Staffing ratios
11. Insurance and licensing
12. Accidents and incidents
13. Missing person procedure
14. Pupils with SEND
15. Finance
16. Trips Abroad
17. Evaluating trips and visits
18. Monitoring and review

## **Appendices**

Appendix 1 – Educational Visit - Workshop Request Form

Appendix 2 - Educational visit Checklist

Appendix 3 - Educational Visit Letter Template

## **Statement of intent**

**Colham Manor Primary School** understands that trips and visits can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Positive Relationships, Behaviour and Attitudes Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

## 2. Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

### **3. Roles and responsibilities**

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the Local Authority as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with

relevant educational trip information and health and safety guidance.

- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher via the educational visit - worksheet request form (appendix 1).
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity **six weeks** in advance.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Liaising with the school office and keeping them up to date with return-to-school timings, particularly if this should be impacted by external factors such as traffic.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extracurricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extracurricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Positive Relationships, Behaviour and Attitudes Policy with regards to this policy.

## **4. Planning school trips**

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a **first come, first served basis**. This will be clearly communicated to parents.

## 5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

## 6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

## 7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## 8. Transport

The School Business Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seat belts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

<b>Carly Rissen</b>	<b>Yasmen Nsiah</b>
<b>Fiona Bootes</b>	<b>Cigdem Oruc</b>
<b>Owen Story (PSD)</b>	<b>Bradley Aird</b>
<b>Laura Stone</b>	<b>Cindy Petherwick</b>

<b>Mark Silver</b>	<b>Iqbal Ayubi</b>
<b>Tamara Peacock</b>	

## 9. Parental consent and Free school Meals

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Consent will be sought for educational trips or visits which require payment using Arbor. Parents/carers will be informed of the planned experiences by a letter (see template - appendix 3) and will have the opportunity to give their consent or withdraw their child from taking part. All other consents and relevant pupil information is listed on Arbor.

If a child is entitled to a Free School Meal and parents/carers wish the school to provide a packed lunch, they must email the office.

## 10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Abroad: **1:5**
- Other residential: **1:8**
- High risk: **1:3**
- Day trip visits: **1:8**

## 11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police

as soon as possible.

Medical expenses will be recorded and stored in the school office.

## **12. Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school uniform. Failing this, pupils will be given a wrist band with the school details on, which must be worn at all times.

## **13. Missing person procedure**

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with

this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Staff will wear high-visibility jackets, pupils will wear wristbands with Colham Manor contact details in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least **one** adult to start looking for the person, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.

- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **14. Pupils with SEND**

Wherever possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCOs will liaise with the pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **15. Finance**

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school via Arbor. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

## 16. Trips Abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. At least **one** member of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

## **17. Evaluating trips and visits**

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## **18. Monitoring and review**

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy **annually**.

**Appendix 1:**

---

*Educational Visit/Workshop Request Form*

---

*– To be completed and given to Carly Rissen at least 2 Months before proposed trip date.*

**To be completed by the Teacher**

Lead Teacher:

Year Group:

Number of children:

Number of adults:

Proposed date(s):

Visit place and Address:

Entry/Cost Price per Child / Adult:

Link to learning:

Travel by:

Leave School time:

Leave Visit time:

Return to School Time:

---

*APPROVAL GRANTED? .....*

---

**To be completed by Admin**

Total cost of visit/workshop:

Total cost of and mode of travel:

Any other costs involved

## Appendix 2: Educational Trips and Visits Checklist

✓	Trip booking requirements	Minimum Timescale	Date
	<b>Request Form completed</b> – Educational Visit/Workshop Request form completed fully and passed to Carly R for approval	2 months before the date of visit	
	<b>Booking</b> – If approved, Claude will let you know to go ahead and book it and the Educational Visit/Workshop Request form will be passed to Bhawna. Ensure that invoices are sent to <a href="mailto:finance@colham.org">finance@colham.org</a> for payment	2 months before the date of visit	
	<b>Arbor payment set up</b> – Claude will then set the Educational visit up on Arbor for parents to give consent and make payment.	6 weeks before the date of visit	
	<b>Letter</b> – The Teacher will complete the letter using the template (appendix 3) and the new letterhead for their educational visit and send it to the office for Claude to check and send to Parents on Arbor.	6 weeks before the date of visit	
	<p><b>Identifying supporting adults</b> – speak with Fiona/SLT (and SENDCOs regarding pupils with SEND) to identify appropriate adults for the educational visit. Supporting adults should be sourced from the year group staff and from parent volunteers in the first instance.</p> <p><b>We Are Every</b> – adults identified to support the educational visit must request the time on SAMS, selecting the ‘educational visits’ category. They must include timings and purpose of the visit in the request and <u>await approval from Carly R.</u></p> <p><b>Insurance/ Risk Assessment forms</b> – Must be completed on Evolve fully for approval and signing by Jan. A list of the identified adults must also be shared with Fiona Bootes for cover purposes.</p>	<p><b>Visits outside of Hillingdon:</b> 4 weeks before the date of visit</p> <p><b>Local visits (within Hillingdon):</b> 2 weeks before the date of visit</p>	
	<b>Diary</b> – add to the school diary: the date of the educational visit, timings and adults attending	2 weeks before the date of visit	
	<b>Inform Welfare of children attending</b> - Inform Carly S 2 weeks in advance of the trip - she will issue a medical bag and first aid kit on the morning of the visit	2 weeks before the date of visit	
	<b>Packed lunches</b> - Notify the Catering team of the date of the visit. All children will be asked to bring in a packed lunch in a carrier bag (see letter template) unless they receive Free School Meals and their parents have already requested the school provide a lunch via the office.	1 week before the date of visit	

	<b>Pre-visit planning</b> – staff attending the educational visit to debrief and ensure everyone has access to the necessary information and address	1 week before the date of visit	
--	--	---------------------------------	--

	<p>any outstanding concerns.</p> <p>A staff pre-visit may be needed if the trip has not been carried out before. If this is the case, it should be taken ideally during non-teaching time. Where this is not possible, time out of class must be requested on We Are Every and approved by Carly Rissen before the pre-visit check is carried out.</p>		
	<b>Pre-visit meeting</b> – debrief with all adults attending the educational visit, including parent volunteers.	The day of the visit	
	<b>Post-visit feedback meeting</b> - thank volunteers or their help and debrief with them regarding feedback of strengths and areas for development	The day of the visit	
	<p><b>Checking who has paid/chasing payment</b> – Bhawna will be able to provide you with a list of the children that have not paid/given consent. Please speak to the children and remind parents that if we do not receive enough money the trip may not be able to go ahead.</p> <p>If payment is not received by the due date a reminder text or email will be sent out. If we have still not received payment 2 days before, a phone call will be made home by the child’s teacher or designated member of the year group. Children <b>must</b> have consent to be able to attend</p>	N/A	N/A

### **Appendix 3: Educational Visit Letter Template**

[Date:]

Dear Parents/Carers,

As part of our curriculum enrichment, we are planning to take pupils to [NAME OF DESTINATION] on [DATE OF VISIT].

We will be leaving school **promptly** at [TIME] We will aim to be back at [TIME]. We will be travelling by [INFORMATION ABOUT MODES OF TRANSPORT E.G. WALK, BUS AND TRAIN].

The cost of this visit is [COST OF VISIT PER CHILD] and this includes [INFORMATION ABOUT WHAT THE PAYMENT COVERS E.G. COACH, ENTRY AND WORKSHOPS]. Please login to your individual parent/carer Arbor account to make your contribution. Payments are non-refundable. In the case of insufficient voluntary contributions, the visit may have to be cancelled. In the event that the trip is cancelled or a pupil cancels their place on the trip, you will receive an email notification ahead of the visit taking place.

Permission to attend is essential for this educational visit so please ensure that you give consent through Arbor. Without consent, your child will not be able to attend. Please consent by [DATE AND CUT-OFF TIME].

Children must wear school uniforms, sensible shoes for walking and a suitable outdoor coat.

Please provide your child with a sensible packed lunch in a disposable bag with a water bottle. If you are entitled to a *benefit related* Free School Meal for your child and wish the school to provide a packed lunch please email [office@colham.org](mailto:office@colham.org).

**If you would like to attend this experience as a parent volunteer, please email your interest to [office@colham.org](mailto:office@colham.org) by (INSERT DATE THAT IS 2 WEEKS BEFORE THE TRIP) Teachers will be in touch to confirm whether your offered support is needed. Please note that your attendance supports pupil to adult ratios, meaning that your commitment is essential. If parents cancel offered support after this deadline , there is a risk the trip may need to be cancelled.**

Thank you for your continued support,

Year [ ] Team