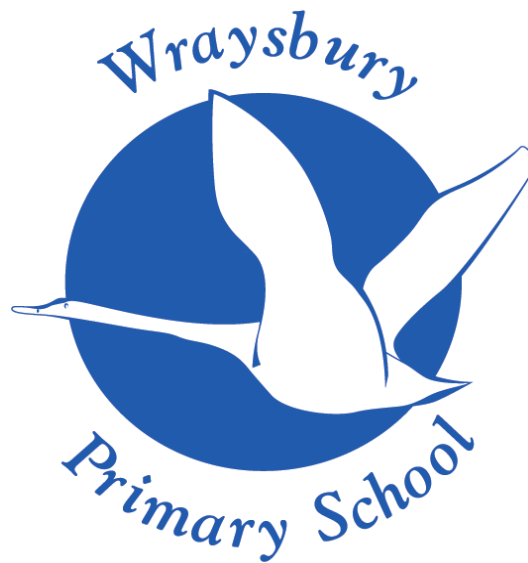


# Offsite Activities Procedures



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Produced by:  
Approved by the Curriculum and Pupil Welfare Committee:  
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# Offsite Activities Procedures

## Introduction

These procedures are designed to ensure that all stages of the planning for an Offsite Activity are covered. Although there are boxes which could be ticked, these are just to aid planning, they may not be necessary for all offsite visits.

## General Organisation Prior to Departure

- Phase leader to discuss possibility of visit with SMT, stating the educational purpose of the visit
- Complete the Trips Planning Sheet (appendix) with the below information and discuss with office staff (SS) **[group leader]**
  - Place to be visited
  - Preferred dates
  - Transport
  - Number of children
- Make contact with place to be visited for availability and costing's **[office staff]**
- Prepare costings sheet for AF and discuss-ensure numbers of Pupil Premium Children are known **[group leader/office staff]**
- Arrange for a pre-visit **[group leader and possibly year group colleague]**
- Confirm transport; For minibus follow minibus procedures (in Teacher Resources), for possible coach companies (get 3 quotes), Apple, Imperial or Harlequin Coaches are often the cheapest **[office staff]**
- For residential trips the EVOLVE Portal should be used in order to gain approval from RBWM Outdoor Education. Approval should be confirmed prior to any information being shared with parents **[group leader/EVC]**
- Once approval gained from SMT and/or RBWM, confirm bookings with establishment and transportation provider **[group leader or office staff]**
- For residential trips, ensure all adults accompanying have completed OA4 forms and in sealed envelopes **[group leader]**
- Send out letters informing parents of the visit, including correct language from charging and remissions policy and a reply slip with a date that the slip needs to be returned by. **[Standard template available for office staff to use]**
- Group leader and AF/MG to confirm staff accompanying the trip, ensuring number of staff are appropriate for the type of activity taking place (i.e. enough to keep our children safe, 1:1s for SEND, but not so many that there are people not doing anything) Rough ratio guides are 1:6 for KS1 and 1:10 for KS2, FS may want 1:2 or 3 depending on activity
- Obtain risk assessments from establishments, edit RBWM ones as necessary, does a specific child need a risk assessment? **[group leader]**
- Confirm itinerary **[group leader]**
- Chase up any missing reply slips from children **[group leader to advise, office to chase]**
- Check all OA4 forms are with the office **[office to chase if necessary]**
- For residential trips, organise a parents' information session **[group leader]**
- For residential trips, ensure that all necessary information is on EVOLVE. **[group leader/EVC]**
- Organise children into groups (activity groups and room groups for residential) **[group leader/class teachers]**
- Make notes of children needing medication/inhalers/liase with Welfare Assistant **[group leader]**
- Send out letters to parents with final details if necessary (time of departure, what children need to have with them on the day, estimated time of arrival etc.) **[office can use standard template]**
- Contact coach company for final confirmation and to remind them to go to Waylands when they arrive **[office staff]**
- Check for any in school clashes and organise cover, e.g. Music lessons, intervention groups, staff duties etc **[group leader to advise office staff]**

- Notify kitchen of FSM lunches needed or number of children out (esp. FS and KS1) **[office]**
- Prepare work/cover for non-goers **[group leader/class teacher]**
- Ensure all group lists, phone number lists, medications, first aid kits, sick buckets are organised the **day before departure. [group leader]**
- Make sure school mobile phone is charged and has credit on it **[Group leader]**

#### **On The Day:**

- Collect all medications, mobile phone, first aid kits and ordered FSM lunches **[group leader]**
- Distribute group lists to staff and ensure that a copy of group lists, itinerary and contact numbers are left with the EVC as well as signed risk assessments **[group leader]**
- Ensure that adults with children who need meds/inhalers are informed and have the necessary meds **[group leader]**
- Brief adult helpers on itinerary, emergency procedures, risks (from risk assessments) and expectations of behaviour (theirs and the children's) **[group leader]**
- Inform children of their groups and their adult **[group leader/class teacher]**
- Remind children of our high expectations of behaviour **[group leader/class teacher]**
- When out on the visit, ensure regular head counts are completed by adult. A good idea is that each group leader takes a photo of their group on a school camera so a recent image is available if necessary **[all accompanying staff]**
- Contact school with updates that can go out on Twitter
- Group leader to phone school when arrived at destination, when due to depart (giving ETA), and when 5 minutes away from school so Waylands Gates can be opened. If looking like the coach will be back between 2.45 and 3.20, delay return so that the coach enters Waylands before 2.45 or after 3.20. **[group leader]**
- For residential visits, if possible update the website daily and keep in regular contact with school

# Off Site Trips and Visits

Year: .....

Lead Teacher (s) .....

Where (Name address and contact number for venue)	When you want to go (Date and time)	Curriculum area/topic	Total Number of children	Total Number of adults	Number of FSM/Ever6
Extra activities on site you want to do	Type of transport	Approximate cost of entry	Approximate cost of transport	Total approximate cost	Notes

PTFA Contribution to be used : £.....Cost of transport approved :.....(AF)

Voluntary contribution requested from parents £.....(AF to sign)