



Brief guidelines for parents taking part in visits/trips

updated March 2021

Parent Guidelines

The school values parents taking part in trips and visits. This will allow you to effectively support your child's education and learning. If you are taking part in any trip/visit the you must follow the guidelines below:

1. Ensure you bring your passport, a recent utilities bill, (must be less than 3 months old) and a character reference to the school office at least 1 week before the trip.
2. Attend induction or briefing session before the trip so that you are fully aware of your role.
3. Be suitably dressed so that you are able to move around freely.
4. In most trips you will be responsible for a small group of children. Your child may or may not be part of this group.
5. Do not change your group (add another child or let a child join another group) without the approval of the class teacher.
6. Never leave a child unsupervised. Always be with the children for whom you are responsible.
7. Do not ask a child to carry or look after any of your belongings.
8. Always follow the instructions given by the class teacher or a designated staff member, no additional stops at gift shops, no sweets or unhealthy rewards to children in your care.
9. If there is a problem or an issue always find the class teacher or another member of school staff.
10. Always maintain time. If you are asked to meet at a certain point at a certain time, then please do not be late. The class will not wait if you are late.
11. If you have a comment or suggestion, wait until you come back to school and then talk to the class teacher in private.
12. Do not use your mobile phone when you are with the children.

School trips can be tiring – please ensure you have a good night's sleep beforehand! Ensure you have enough water and a good packed lunch.

In an emergency contact the school on 020 7272 7145