



Heath Hayes Academy



Educational Visits

March 2019

Date: March 2019
Review: March 2020

Educational Visit Organisation

4+ weeks before

- Arrange visit to check out new venue.
- Check school diary and transport/staff availability (check ratios and that your group, including adults is fully catered for).
- Approval by SLT and Office Manager before trip booked (check parking/drop off arrangements).
- Booking in school diary and visit checklist completed and added – it will copy into the description box of the opened diary entry.
- Complete order requisition form for event and transport

2/3 weeks before

- Communicated to parents via the school app.
- Letter uploaded and/or message sent.
- Consent and payment uploaded onto Arbor for parent access and completion.
- This will be completed by the office manager (Hannah Greenway) upon request. Risk assessment to be completed and submitted to the Educational Visits Coordinator (Louise Johnson) for approval. Groupings set out with relevant medical information and group leader information shared.

1 week before

- Check Arbor for completion
- Inform kitchen of trip and any relevant needs.
- Inform office if money / change for parking is needed.
- Do you need to rearrange duties for the day(s) or cancel clubs?
- Are high visibility jackets needed/available?
- Organise activity sheets/booklets.
- Check school mobile availability and charge

The day before

- Charge the school mobile if needed

On the Day

- Visit checklist.
- Packed lunches to collect from kitchen.
- Sick bags/rubbish bags.
- Cash (if needed).
- Tickets/confirmation of booking.

- Consent and list of children/groups.
- Mobile numbers of all staff and school numbers on group lists which outline medical/SEND for all children. (If more than 1 bus/coach, groups for each bus/coach need to be organised).
- First aid and individual medication/inhalers for children.
- Risk assessment for all staff.
- Camera/ipads (check photo permission).
- Activity sheets and pencils if needed.

After trip

- Any receipts to the office (if necessary)

[Visit check sheet](#)

Visit to:	
Leader:	
Transport:	
Number of pupils:	
Number of adult:	
Cost:	
Cost PP:	
Outline approval by SLT:	
Parents informed:	
Arbor specifics:	
Names of staff:	
Transport booked (details):	
Drivers checked:	
Kitchen informed:	
Checked consent and payment:	
For the day:	Sick bags/Rubbish bags/Cash (if needed) Tickets/Children and groups/Mobile/First aid/medication/risk assessment for all staff/register taken before leaving school.

