

Berlin British School - Primary School General Policy for Trips and Trips Organised by Single Subject Teachers

To be implemented from September 2018

- From September 2018, all parents will sign one permission slip which will allow their children to participate in all class trips and events throughout the academic year. If the parents do not want their children to attend all day trips (excluding residential), they can inform the trip organiser as soon as they have received the trip letter. Otherwise pupils will go on all trips.
- After informing the Head the trip organiser must inform the whole of Primary School and in particular Helen of the date and duration in the planning stages of the trip. She can then avoid planning visitors and tours for that day. Also, with advance prior knowledge changes can be made to lunches if necessary.
- Please ensure that peripatetic music staff and the speech therapist are informed if necessary.
- The email should be sent two weeks in advance of the trip in which parents are made aware that they need to cancel lunches or private music lessons on that day. One reminder will be sent to parents three days before the trip.
- Pupils must return money in sealed envelopes to their class teachers. The class teacher will be provided with a stock of envelopes.
- The trip organiser is responsible for reminding the children and the parents about the trip in a timely fashion (3 days before the trip).
- If children do not pay on time (2 days before trip) they will not take part in the trip and will remain at school, being placed with a suitable alternate class one year group below, during the duration of the trip.
- Organisation of duties - those participating in the trip will organise a duty replacement, preferably from those staff remaining at school and have non contacts as a result of the trip. The duty cover people will be displayed on the board in the staff room on the trip day.
- After each trip the trip organiser is responsible for passing on pictures and a trip report to the author of the newsletter/ yearbook.

Distribution of responsibilities for single subject trip organisers

Any trip organised by a single subject teacher must first be agreed upon with the class teacher and the Head of School. When this is done, the trip organiser should then e-mail the parents, giving details and costs of the trip. If for whatever reason, e.g. absence of teachers or an unforeseen clash of events, the trip becomes non-viable, then it may be cancelled or postponed by either the class teacher or the organiser, as appropriate.

Responsibilities are as follows:

The Class Teacher

- collects in the envelopes with the fee, leaves them closed and sends them to Andrea for safe keeping.
- ensures that all staff, including one to one assistants and peripatetic music teachers, who might not be on mailing lists, are informed about the trip. Also, if a class teacher is organising a trip please can all single subject teachers be notified.
- Ensures that the trip organiser is notified of any pupils with medical conditions.
- Ensures that single subject teachers are informed of any assistants that will be participating in trips.

The Trip Organiser

- should send a copy of the trip form to the class teachers to ensure they are fully notified of the details of the trip.
- is responsible for notifying the dinner lady if pupils will miss lunch or return for late lunch.
- is responsible for ensuring that the correct amount of money is collected.
- is responsible for reminding the children and the parents about the trip in a timely fashion (2 days before the trip).
- and others participating in the trip will organise a duty replacements for themselves, preferably from those staff remaining at school and have non contacts as a result of the trip. The duty cover people will be displayed on the board in the staff room on the trip day.
- organises the first aid kits, the school phone from Andrea and should also take the class tablets/i-pads for taking pictures.
- is responsible for passing on pictures and a trip report to the author of the newsletter/yearbook.