



Moulton C.E.V.C Primary School

Educational Visits

Information for volunteer helpers

Thank you so much for volunteering to help with our school trip. We hope that you will enjoy seeing the pupils learning in another environment.

Out of school experiences enhance the children's education, so it is important that the trip runs smoothly and that everybody has a positive day.

On the morning of the school trip, the lead adult will speak to all adults, so that everybody is aware of the plan for the day. Our school is committed to ensuring that our children are happy, safe and learning, so we ask that you please read the enclosed information before the trip.



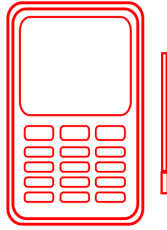
Children love to ask questions, and what better time than on a school trip. We hope that you will enjoy interacting with all of the children on the day. You could ask them questions about what they are doing, what they can see, and what have they learnt, for example.

If a child says something or does something that concerns you, please pass it on to a member of staff as soon as possible.

Some of our children have additional needs, and may find aspects of the trip difficult for a variety of reasons. We ask that you do not discuss information regarding our pupils' ability and behaviour, as well as any disclosures, with friends or family after the trip. Confidentiality is important to us.



At lunchtime, we would appreciate your help with ensuring that everybody has food and a drink. Please do not give children food that does not belong to them, due to allergies and dietary restrictions.



Please keep mobile phone usage to 'essential use only' and where possible, make personal calls away for pupils. Please do not take photographs of other people's children on your phone or a camera whilst on the school trip, as not every child has permission to be photographed.



If a child needs to use the toilet, please inform a member of staff who will take them at the earliest opportunity. We do not allow pupils into toilets without a member of staff at any time.



We would appreciate your help with helping the children on and off the coach, and making sure that everybody is wearing a seatbelt. We encourage the children to face forward and to not move the arm rests or seat trays.

For safety reasons, we do not allow children to eat or drink on the coach at any time, or to leave their seat.

In the event of travel sickness, please inform a member of staff who will assess the needs of the child and move them if necessary. Staff will have a bucket and wipes on the coach, just in case.

I hope that this information emphasises our commitment to our pupils' safety, and clarifies any queries that you may have, but if you need to discuss aspects of the school trip, please contact us.

Once again, we appreciate you giving your time to our school to help our pupils get the most from their educational visit. We hope that you have an exciting day, and we look forward to working with you.

