

SUNCROFT NATIONAL SCHOOL

Policy Number: 20 - SCHOOL ORGANISED TRIPS

REV:2

Children will supply permission slip for tour.

(A) - *Embarking school transport before departure.*

(A) - Coaches/buses will only park in the clearly designated area, door facing the school wall.

Children should be dropped at the school in the normal manner. Parents should leave the school premises. If there is a need for a parent to stay, he/she should be inside the school wall.

The class teacher will take a roll call before leaving the school grounds.

Class teacher will tell the children to follow him/her to the bus door, where they will get on, in an orderly fashion. Parents remain inside the school wall.

Teachers will have First Aid and mobile phone.

(B) - *Disembarking on arrival.*

(B) - Coaches/buses park as above.

One teacher gets off first to assist children.

Children line up by the outside of the wall and follow the teacher in, to meet their parents to bring them home

★ Parking facilities for staff and parents should be clearly marked.

★ Parents should **not** park in the bus area to facilitate the implementation of these safety measures.

★ Keep access to and from the school entrances clear.

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★ If the bus stop is not clear on either occasions, the bus will not take/drop passengers until it can park properly.

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REVISED AND UP-DATED: 7th October 2011