

Trips and Visits

Staff wishing to organise a school trip should consult the Trips and Events area of Firefly found in the Staff Resource Area.

- Staff should make an online application through Firefly using the relevant initial Trip Proposal Form (Day or Residential) (Stage 1).
- The Assistant Head – Co-curricular (AHCC) in Senior School and the Deputy Head Pastoral (DHP) in Junior School will review the application before submitting it to either SSLT or JSLT for approval.
- The AHCC/DHP will inform the applicant of the decision. If the trip is approved further detail about the trip, budget and risk assessments will need to be submitted (Stage 2) via the online forms in Firefly and the trip will be entered into the College Calendar.
- The Group leader will then meet with AHCC/DHP to discuss minutiae of trip planning if required, eg staffing, transport, feeding, risk assessments and communication to parents/students
- For residential trips the AHCC/DHP when necessary will discuss insurance and financial aspects with the Bursar.
- A draft letter for trip is to be prepared by the Group Leader which the AHCC/DHP approves.
- The letter is submitted for webmail posting by the Group Leader to Marketing Department and to the Finance Department if a Wisepay account needs to set up for parental payment for the trip.
- The Group Leader receives replies and talks with accompanying staff regarding possible roles and their responsibilities.
- The Group Leader checks with AHCC/DHP prior to the trip departing to ensure all details required have been gathered.
- *Staff, parents, and students are kept up to date by the group leader with any changes to arrangements*
- A resource/information sheet and if necessary a meeting with students and parents is prepared by the Group Leader.
- A meeting with staff and student participants is organised to deal with final aspects and any queries from parents and students.
- The Group Leader makes a final check on itinerary, transport and accommodation with the travel company.
- For trips abroad, passports are collected in prior to departure.

- A Trip Summary Form (Stage 3) on Firefly with a final list of student participants is completed and sent to AHCC/DHP on the prior the trip departing.
- The AHCC/DHP when necessary sends an electronic copy of the Trip Summary Form to CLT.
- On the day of the trip, the Group Leader will inform the AHCC/DHP of any absentees.
- The trip takes place.
- AHCC/DHP meets with Group Leader upon return of the trip to review trip.

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Date Ratified:	Oct 18	Next Review Date:	Michaelmas 2019
Committee:	N/A	Clerk to the Governors Signature:	N/A