

Greenacres Primary School

Educational Visits

Advice for Accompanying Parents

Dear Parent or Carer,

Visit: _____

Thank you for agreeing to accompany the class on the educational visit. As you know, these visits enable the children to learn in a different and interesting way and could not go ahead without parental support.

In order to assist you in understanding the expectations of the school we would like to advise you as follows:

1. **Purpose of the Visit:** The class teacher will discuss the purpose of the visit and the expectations with the children on the morning of the visit. It is useful if you can arrive early in order to hear this information.
2. **Groups:** The class teacher will organise the children into groups and will give you a list of the children for whom you are responsible. This group may or may not include your own child. Please ensure these children are with you at all times. If you have any concerns throughout the day, please advise the class teacher or other accompanying member of staff as soon as possible.
3. **Behaviour:** It is important that the children follow school expectations of behaviour at all times as this is essential for the safety of all and to ensure that they gain the maximum value from the trip.
4. **Walking:** If the trip includes walking along a public highway, the teacher will line the children up in twos. Please walk near your group on the road side for maximum safety. The teacher may ask you to stand in the road as the children cross. Obviously this will only be done if the road is clear and it is safe to cross.
5. **Spending Money:** The letter arranging the visit would have included a set amount of spending money if appropriate. We would ask you to ensure that your own child has the same amount of money as the other children.
6. **Please** refrain from smoking or swearing whilst you are with the children.
7. **Mobile phone use:** It is against school policy, as a safe guarding issue, for adults to use their personal mobile phones to take photographs of the children. Please adhere to this policy whilst on a school trip. If you suspect anyone else of taking photographs/movies of the children, please either ask them to stop or inform a member of the Greenacres staff as soon as possible. Please only use your mobile phone in a case of an emergency.

Thank you again for your help. Please ask the class teacher if you require any further information.

Sarah Armstrong
Deputy Head Teacher