

## OUTINGS/EVENTS PLANNER

Class..... Date of Event/Outing.....

Venue.....

Address of Venue..... Tel No:.....

Supervision Numbers:      Teachers.....      Parents.....

Timings:      Leave school.....      Arrive venue.....

                  Session timing.....

                  Leave venue.....      Coach pick up at venue.....

                  Return to school at.....

  

Packed lunch needed Yes/No      Early/late lunch at school.....

Other information:    e.g. notes to put on letter to parents

                                  snack required

                                  other notes

  

Transport Mode .....

Coach - Date Booked).....

Coach Company..... No. of seats.....

  

Costs:      Transport      .....

                  Entrance      .....

                  Misc      ..... (n.b. add in cost for adults)

                  Cost per pupil      .....      Cost per adult.....

                  Total cost for school bill.....

  

Reminders:      Notify parent volunteers

                          Arrange parent workshop, give guidance notes

                          Organise money, first aid kit, telephone

                          Do risk assessment

  

Confirmations:      Coach confirmation received on .....      Given to JS.....

                                  Venue confirmation received on.....

  

Date letter sent to parents      .....      Listed on outings/bill sheet.....

### Risk Assessment for Offsite Activities/Field Trips

Assessment Date                      Site                      Location                      Date of visit

Persons at Risk

Hazards	Risk Likelihood	Best Practice/Control Procedure	Residual Risk Control

## KEREM SCHOOL



### Help on Outings (Coach)

Thank you for coming forward to assist on our outing.  
We are delighted to have you with us.

#### Here are a few rules to help you help us!

1. Make sure you know exactly who is in your group.
2. On boarding the coach with your group:  
     Inform the teacher if any seatbelt is not working.  
     Adjust belts where necessary.  
     Confirm when your group is ready.  
     Sit with your group if possible.
3. Fix toilet times and arrangements with the teacher.
4. Once out of the coach, check frequently that every child in your group is still with you. You are in control.
5. Use your authority to ensure good behaviour at all times.  
     In the street, children should be walking in line and in twos.  
     Children may not run ahead of you.
6. Be aware of your programme and stay with your own group so that you can help with any problems as they arise.
7. Make sure that the children in your group pick up all their litter.  
     Do not be afraid to be firm. You must leave the site as you find it.

Thank you again..... We really appreciate your support.

Signed.....

# KEREM SCHOOL



## Help on Outings (Public Transport)

Thank you for coming forward to assist on our outing.  
We are delighted to have you with us.

### Here are a few rules to help you help us!

1. Make sure you know exactly who is in your group.
2. On boarding public transport keep your group near you.  
Even in rush hour, try to get each child a seat as it is safer than standing.  
  
Warn the children in advance when to get off.  
Group leader leaves an underground carriage last.  
  
No eating or drinking  
No changing seats or moving about the carriage.  
Move swiftly as there is not much time.  
Once on the platform, children line up immediately against the wall.
3. Check frequently that every child is still with your group.
4. Use your authority to ensure good behaviour at all times.  
In the street, children should be walking in pre-arranged groups.  
Children may not run ahead of you. You are in control.
5. Fix toilet times and arrangements with the teacher.
6. Be aware of your programme and stay with your own group  
so that you can help with any problems as they arise.
7. Make sure that the children in your group pick up all their litter.  
Do not be afraid to be firm. You must leave the site as you find it.

Thank you again..... We really appreciate your support.

Signed.....

## KEREM SCHOOL



### OUTING RULES FOR PUPILS (Coach)

1. Make sure you are wearing proper school uniform.  
No exceptions will be allowed. Boys must wear school caps.
2. Stay in your groups and listen to your group leader at all times.
3. On the coach, sit where you are instructed and stay in the same seat for both the outward and return journey.
4. You must use your seat belt and remain belted up throughout the entire journey.
5. On the highway and in public places, be aware of other people.  
Speak quietly and behave politely.
6. Do not dawdle. Keep together as a class.
7. Whilst on an outing you are not allowed to buy any food or drink.  
You may eat only during the set lunch time and not on the journey.  
Nor may you use a slot machine.
8. You are not allowed to use computer games, mobile phones, pagers, cassette radios (with or without earphones) or any other form of entertainment whilst on an outing. Neither do you need books, magazines or papers to keep you amused. Speak to a friend.
9. On arrival at your destination, boys will remove their caps but must wear their school kippot at all times. As a group you will be very noticeable.
10. Make sure you listen respectfully and with interest to whoever is addressing you. At the end of your visit be sure to thank your instructor warmly.
11. On return to School remember to thank your teacher, your group leader and the coach driver before leaving with your parent.

Signed by.....

## KEREM SCHOOL



### OUTING RULES FOR PUPILS

1. **Make sure you are wearing proper school uniform. No exceptions will be allowed. Boys must wear school caps.**
2. **Stay in your groups and listen to your group leader at all times.**
3. **On the highway and on public transport, be aware of other travellers. Speak quietly and behave politely.**
4. **Do not dawdle. Keep together as a class.**
5. **Whilst on an outing you are not allowed to buy any food or drink. Nor may you use a slot machine.**
6. **On the Underground if possible find a seat. Stay there until it is time to get off the train. Never move around the carriage.**
7. **You are not allowed to use computer games, pen and paper, cassette radios (with or without earphones) or any other form of entertainment whilst travelling. Neither do you need books, magazines or papers to keep you amused. Speak to a friend.**
8. **On arrival at your destination, boys must remove their caps but will wear their school kippot at all times. As a group you will be very noticeable. Make sure you listen respectfully and with interest to whoever is addressing you.**
9. **At the end of your visit be sure to thank your Instructor warmly.**
10. **On return to School or East Finchley Station thank your group leader and your teacher before leaving with your parent.**

# KEREM SCHOOL

## Guidelines for Parents

Thank you for offering to help us.

Please read the following points carefully and sign below.

- ◆ Make sure you know who is in your group and keep them with you throughout the visit.
- ◆ Please sit with your group on the coach and make sure that each child wears a seatbelt.
- ◆ Please supervise the children in the toilets at the appropriate times.
- ◆ Please ensure good behaviour at all times. The children should walk in pairs wherever possible.
- ◆ **PLEASE TURN OFF YOUR MOBILE PHONE DURING THE OUTING.**

We hope you enjoy your day with us.

Signed \_\_\_\_\_ Date \_\_\_\_\_