

Tuesday 4th November 2025

Dear Parents and Carers,

Re: School Processes and Procedures for Parent Volunteers on School Trips

We are always delighted to have parents join us on school trips and truly value the sense of community this brings. Your involvement helps make these experiences memorable and enjoyable for our pupils. However, to ensure the safety and smooth running of every visit, it is important that all parents are aware of and adhere to the school's procedures when accompanying trips.

When parents sign up to express an interest in supporting a trip, please note that this is an **expression of interest only**. Due to the need to maintain appropriate supervision ratios and ensure the trip is well managed, it is not always possible to accommodate everyone who volunteers. The school will confirm directly with parents who have been selected to attend. We kindly ask that you **only come on the trip if you have received confirmation** from the school that your attendance has been approved. As part of this, going forward, we will ensure that all parents receive clear guidance outlining the school's expectations when accompanying trips.

For **safeguarding purposes**, we must also remind all accompanying parents of the following important points:

- **Photography:** Parents are **not permitted to take photographs or videos** of any children during the trip, including your own child. The school has strict permissions in place regarding the use of children's images, and we must ensure these are respected to protect every child's privacy and safety.
- **Siblings:** We ask that parents **do not bring siblings of any age**, including babies in buggies. When attending a trip, parents are there in a supporting capacity and must be fully focused on assisting the staff team and supervising pupils.
- **Supervision and Responsibilities:** Parents who attend will be **allocated a group** of pupils and are expected to follow all school **procedures and guidance** at all times. Your role is to support the management and safety of the trip, ensuring that children are supervised appropriately and that all health and safety expectations are met.

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While school trips are enjoyable occasions, we ask that parents view their participation as part of our shared responsibility for the pupils' safety and well-being, rather than as a personal day out. Your full attention to supervision and adherence to staff instructions is essential in maintaining the highest standards of care and safeguarding.

We sincerely appreciate your understanding and cooperation in upholding these expectations. By working together, we can ensure that our school trips remain safe, positive, and enriching experiences for all our pupils.

Thank you for your continued support.

Regards,
Ms A. Parker
Executive Headteacher

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