

Thurgoland C. E. Primary

School Visits and Trips Policy



Approved by

Headteacher: 08.07.2026

Chair of Governors: 08.07.2026

Review Date: July 2027



THURGOLAND

CHURCH OF ENGLAND PRIMARY SCHOOL



LEARNING TOGETHER
IN FAITH & JOY

Our Christian Vision

LOVING GOD, BLESS THURGOLAND SCHOOL



Children at Thurgoland CE Primary are encouraged to see that everyone is special and unique and, in this way, gain a sense of ourselves as a unique individual – that true self, or best self, God has created us to be.

The Church of England states that, when it comes to education,

"THE VISION IS OF GOD-GIVEN FULLNESS OF LIFE IN WHICH EACH PERSON IS BOTH BLESSED AND A BLESSING"

(Church of England Vision for Education p.12)

AND MAY IT BE A PLACE OF FAITH AND JOY

As educators we are all passionate about the way children are formed by the environment in which they grow. To become our best self we will need the environment that enables this.



Our vision is rooted in the Parable of the Mustard Seed (Matthew 13 31-32): **A mustard seed...**

"THE KINGDOM OF HEAVEN IS LIKE A MUSTARD SEED, WHICH A MAN TOOK AND PLANTED IN HIS FIELD. THOUGH IT IS THE SMALLEST OF ALL SEEDS, YET WHEN IT GROWS, IT IS THE LARGEST OF GARDEN PLANTS AND BECOMES A TREE, SO THAT THE BIRDS COME AND PERCH IN ITS BRANCHES."

We are a small school in a valley – but we believe like the mustard seed that high standards of education can have far-reaching impact and that our children will grow into those who bless others through their careers, caring and vocations. One tiny seed just like one small child carries a world of potential.

Thurgoland CE Primary School is surrounded by beautiful countryside where farming and growing is part of daily life. The parable of the mustard seed provides a link with the historic roots of the school.

With our caring and nurturing ethos firmly embedded in all that we do, every member who joins our school whether child or adult, like the small mustard seed, is welcomed into a learning environment so that they grow and flourish in its broadest sense—academically, socially, morally, physically and spiritually.



BY WORKING AND PLAYING TOGETHER WE CAN LOVE, LEARN AND RESPECT



Through working and playing together in peace and harmony, Team Thurgoland embody the concept born from the African philosophy of "ubuntu" – a concept in which your sense of self is shaped by your relationships with other people – underpins how we work together in peace and harmony to become our best self. It's a way of living that begins with the premise that "I am" only because "we are."

Our children, our staff, our families and our community – together we are Team Thurgoland.

"IT HAS BEEN SAID BEAUTIFULLY AND PROFOUNDLY, THAT OUR GOD IN HIS MOST INNER MYSTERY IS NOT SOLITUDE, BUT A FAMILY."

(John Paul II)

"I AM BECAUSE WE ARE."

WE KNOW YOU ARE WITH US. HELP US BECOME OUR BEST SELF

At Thurgoland CE Primary School, everyone is inspired to reach their full potential and become their best self, to make the world a better place.

"BELOVED, WE ARE GOD'S CHILDREN NOW: WHAT WE WILL BE HAS NOT YET BEEN REVEALED" (1 JOHN 3:2A)

We are committed to promoting a growth mindset. In line with Christian teaching, at Thurgoland CE Primary School, there is a big emphasis on everyone striving to move from their former self to a self that has to be found: growth and renewal.

**TO MAKE
THE WORLD A
BETTER PLACE.**



AMEN

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1. Health and Safety Legislation

Policy Statement

The Governors and Head Teacher of Thurgoland CE Primary School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site. The Governing Body have adopted and follow the Local Authority's educational visits guidance contained in the most recent edition of "Organising Visits and Journeys".

Thurgoland CE Primary School will ensure the visits and trips curriculum adheres to the following guidelines of the Health and Safety at Work Act 1974

- Assess the risks of activities;
- Introduce measures to control those risks;
- Tell their employees about these measures;
- Ensure access to competent specialist health and safety assistance.
- Take reasonable care of their own and others health and safety;
- Cooperate with their employers over safety matters;
- Carry out activities in accordance with training and instruction;
- Inform the employer of any serious risks.

Support for Educational Visits

Thurgoland Primary School is committed to providing a stimulating curriculum and therefore activities outside school are considered a major part of the learning that takes place. We therefore aim to provide a number of opportunities outside the classroom, whilst working within clear guidelines to ensure practices are as safe as possible. Visits must comply with the school's Health and Safety Policy. Thurgoland CE Primary ensures the trips meet the following criteria:

- A trip or visit should enhance and enliven the curriculum
- A trip or visit should support the school's aim to address different learning styles
- A trip or visit should have clear learning objectives
- A trip or visit should support the development of the whole child providing the opportunity to develop socially, emotionally and physically as well as academically
- In line with our Equal Opportunities Policy, a trip or visit should be accessible to all pupils as appropriate to their age.

Statement of Safety Policy

As part of their responsibilities the Governing Body, Head Teacher and EVCs will take all reasonable, practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in activities away from the school site.

2. Roles and Responsibilities

The Governing Body

The Governing body of Thurgoland CE Primary School will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to. The Governors have appointed members of staff to undertake the role of Education Visits Co-ordinators - Mrs R Matthews and Mrs C Beecroft.

The Head Teacher

Head Teacher is responsible for the management and conduct of educational visits and activities for their establishment. They should provide scrutiny and authorisation for all visits which take place. For full details of the role of the Headteacher please refer to Section 2 page 11 of the most recent version of "Organising Visits and Journeys".

Educational Visit Co-ordinator

The school has two Educational Visits Co-ordinators – EVCs. The EVCs are involved in the planning and management of educational visits including adventure activities led by school staff. Currently the EVC role is led by Mrs R Matthews and Mrs C Beecroft. Our EVCs have completed the BMBC EVC training course and ensure they maintain up to date with developments and good practise for educational visits. For full details of the role of the EVC please refer to Section 2 page 12 of the most recent version of "Organising Visits and Journeys" guidelines.

The Visit Leader / Teacher In Charge

The visit leader should have been appointed or approved by the Head teacher or the governing body. On an annual basis, visit leaders are appointed by the EVC's and head teacher for each visit. The visit leader is always a member of our teaching staff who is familiar with the trip, outcomes and children attending.

The competence of the visit leader must be assessed as adequate by the EVC and head teacher to match the nature of the visit. As a minimum, head teachers must ensure that visit leaders have the necessary competencies to ensure the safe management of the visit and that they are able to deliver the educational objectives of the visit. For detailed criteria that should be considered when determining the suitability of a visit or activity leader please refer to Section 2 page 12 of the most recent version of "Organising Visits and Journeys" guidelines.

Adult Volunteers

The School makes full use of the staff to assist with trips and visits. When needed, additional adult volunteers may be selected appropriately from adults volunteering in school. If needed, volunteers are chosen for their suitability to be in charge of pupils. They are given full briefing in respect of their duties and responsibilities for each trip or visit. Parent volunteers are not put in charge of their own children during a trip.

Child Protection

Staff employed by schools and educational establishments must have been checked through the Disclosure and Barring Service (DBS) as part of their employment process. Educational Visits Co-ordinators and visit leaders should understand and follow the procedures for vetting contractors, volunteers and other people not on the school staff who wish to be supervisors or drivers for educational visits.

Consideration will need to be given as to whether volunteers, including parents, who accompany activities should have unsupervised access to children and whether this is appropriate. The LA's volunteers policy must be followed. Checks should therefore be carried out on volunteers and staff employed by contractors who will be engaged in regulated activity having regular on-going contact with pupils and young people.

Schools and other establishments can put volunteers forward for suitable child protection checks via the LA's Human Resources team who manage the process. This does not mean every volunteer who helps to supervise an educational visit will have to obtain a disclosure.

Taking account of the above information, parents of primary age children often accompany their children on school visits and journeys to supervise them. In such cases it must be clearly established:

- a) that the parent can only supervise their own child(ren);
- b) that whilst on the visit/activity the responsibility for decisions relating to the programme (and alternate activities) remains with the visit leader;
- c) parents understand their role and agree to it.

Parents who accompany a school party to supervise their own children on a one-off basis as part of a larger group may not need child protection checks.

However, volunteers helping teachers to supervise a residential visit must be checked. This may also be the case with anyone who is likely to be in sole charge of pupils under 18.

Pupils and Young People

We are committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Pupils and young people have a responsibility to 'Be their Best Self' and behave sensibly during visits and activities and to follow the directions and instructions of supervising staff. Those whose behaviour is considered a danger to themselves or other members of the group may be prevented from going on a visit or, whilst on a visit, participating in activities if reasonable adjustments cannot be made to accommodate their behaviour.

Parents and Guardians

Parents and other legal carers should be able to make an informed decision about whether their child should go on the visit, and what the expectations will be of them and their child. In order to do this the school or establishment must ensure that parents are given sufficient information in writing and are invited to relevant briefing sessions and that informed consent from parents is given prior to children and young people taking part in visits and activities. Special arrangements may be necessary for parents for whom English is a second language.

The visits and trips calendar is communicated to parents in the Summer Term for the following academic year in September, (see appendix 1). Every visit and trip is communicated to parents via electronic email 4 weeks prior to the visit/trip. Please note, Category C visits are communicated at least 8 weeks in advance.

For each visit and activity, the school will communicate to parents via electronic email to inform of the details of the trip. Information to parents will consist of the following

Visit:

Date:

Time of departure:

Time of arrival:

Activities to be undertaken:

Followed by a consent and medical form to be completed and submitted electronically via Microsoft Teams, (see appendix 2)

Staff Training & Professional Development

Appropriate training and professional development opportunities will be made available to staff and other adults taking part in school visits and journeys to reflect identified health and safety and educational priorities.

- All staff have been made familiar with the contents of the LEA File – “Organising Visits and Journeys.”
- New staff who join the school will be given appropriate training with regard to organising a school visit - as part of their induction programme by the EVCs.
- Newly qualified staff would have the support of more senior staff on visits they are organising for the first time and support from the EVCs to complete their evolve and risk assessments for their first trip.
- Support staff are included in any training initiatives.
- The Headteacher / EVCs will update all staff to any changes in guidance and organise revision training as appropriate.
- The EVCs and staff have access to support and advice from the LEA School Visits Officer.

All staff are advised to refer to the ‘Visits and Trip Guide’ written by the EVCs to ensure consistency when planning, booking and communicating trips. This is updated on a regular basis.

3. Types of Visits

Statement of Safety Organisation

The School have adopted the following procedure for approving school visits and journeys:

Category A visits:

These are activities that are perceived as presenting lower levels of risk as they are curriculum-based activities that take place on a regular basis or occur largely within school time and considered a part of the school day. For Category A, consent is obtained from parents annually (September).

- **Group 1** - Activities which are part of the school day e.g. a walk around the school ground/village or swimming. Parental consent is obtained at the beginning of each school year. The school follows LEA guidelines for levels of supervision (staffing ratios).
- **Group 2** – activities extending beyond the school day e.g., sporting competitions.
- Final approval must be obtained from the EVCs, Head Teacher and the Evolve online system used for visit notification and approval purposes.
- Group 1 and Group 2 activities are all risk assessed and submitted to Evolve annually by the EVCs.

Category B Visits:

- These are visits or activities that would not normally form part of the school day. They may extend significantly over the school day timings but would not involve an overnight stay. (Visits to a museum, a trip to supplement the curriculum)
- Parents are informed in advance of the upcoming school trip (half-termly before) and parental consent is gathered online using Microsoft forms.
- Teachers are required to complete an in-depth risk assessment for generic and travel, along with submitting the providers own risk assessment, if available.
- Staffing will be agreed by the EVCs, in line with ratios, along with a qualified first aider attending each trip.
- Final approval must be obtained from the EVCs, Head Teacher and the Evolve online system used for visit notification and approval purposes.

Category C visits:

- Category C visits involves pupils participating in adventurous or extended activities that are carried out in higher risk environments. It includes visits or activities that require an overnight stay, visits abroad and outdoor adventurous activities.
- All Category C visits require specific parent consent.
- Site and activity specific risk assessments are completed by the lead member of staff and submitted to LA via Evolve at least 4 term time weeks prior to the visit. Thurgoland Primary School aims to submit 8 weeks prior to the visit.
- Final approval must be obtained from the Head Teacher and the Local Authority;
- Approval for visits must be provided prior to the visit taking place;
- The Evolve online system must be used for visit notification and approval purposes.

Residential Visit

The school conducts one residential visit annually (approximately). This is to the Kingswood Centre at Denaby Main at Conisborough. This is to provide pupils with the opportunity to address part of the P.E. Curriculum. This centre has been reviewed by the LEA and has been judged to meet all the requirements for Adventurous Activities.

When planning the trip the Party Leader uses the guidelines in the most recent version of "Organising Visits and Journeys".

4. Planning and Preparation

Planning

Thorough planning and preparation are essential for the safety, well-being and enjoyment of all participants for all visits and journeys. It is necessary irrespective of whether the visit is to a local park, museum or swimming pool or includes a residential stay in the UK.

During the planning process Party Leaders should follow the guidelines within the planning set by the EVCs, see below:

Order	Process	People Involved
1	Identify visit purpose and year group	Party Leader
2	Obtain initial approval	Party Leader, EVCs, Head Teacher
3	Consult Visits and Trip calendar and checklist	Party Leader
4	Determine dates, venue, coach availability	Party Leader, School Office
5	Confirm provisional booking of coach and venue. Input information into Visits and Trip calendar and checklist	Party Leader
6	Select members of staff and volunteers	Party Leader, EVCs, Head Teacher
7	Parent letter sent electronically with QR code for consent forms	Party Leader, School Office, EVCs to approve
8	School trip to be inputted onto Parent Gateway	Party Leader, School Office
9	Assess and complete risk assessments for: All trips RA Travel RA Groupings Letters to parents Additional documents	Party Leader
10	Evolve to be sent to the EVCs	Party Leader
11	EVC to submit or edit Evolve application then submit to the Head Teacher	EVCs, Head Teacher
12	Running the visit	Party Leader
13	Returning from the visit	Party Leader
14	Review Visit	Party Leader, EVCs

Evolve Site

The Evolve online visits system www.barnsleyvisits.net is used for the notification and approval of all Category A (Inputted yearly) Category B and Category C visits. Usernames and passwords are available for staff from each school or establishment via their Educational Visits Co-ordinators (EVCs). EVCs and Head Teachers requiring usernames and passwords should contact the LA's Outdoor Education Adviser.

School Timescales for Visit Notification and Approval

For activities which are part of the school day, e.g. a walk round the village all school grounds. Parental consent is obtained at the beginning of each school year and inputted onto the Evolve online system by the EVC in September. The school follows LEA guidelines for levels of supervision etc.

All visit approval requests for Category B visits must be made to the EVCs and Head Teacher using the Evolve system at least **four weeks in advance of the visit**.

All visit approval requests for Category C visits must be made to the Head Teacher using the Evolve system at least **eight weeks in advance of the visit**.

For further guidance that divides all visits into three categories to help identify the level of organisation and scrutiny that reflects the complexity and potential risk associated with different trips, see section 5 of the most recent version of "Organising Visits and Journeys for Pupils" guide.

Accidents & Incidents

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others. Teachers are required to record any accidents/medical incidents on Medical Tracker throughout the trip.

Emergency Procedures

The Head Teacher will ensure that emergency procedures are in place in accordance with local authority guidance and will ensure that such procedures are fit for purpose and function effectively.

For each trip or visit the school has a contact person for the duration (usually the Headteacher or Deputy Head in lieu of the Headteacher). Copies of the names and addresses of all persons undertaking the visit are retained by the contact person. The contact person will also hold the number for the Chair of Governors and the Senior LEA Officer on duty. An Emergency Contact Information Form is completed for each visit.

The School's Emergency Policy is taken from the most recent version of "Organising Visits and Journeys" guide.

First Aid

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, holds

an up to date first aid certificate. Staff will ensure the Trips and Visits First Aid kit is taken on all trips and stocked appropriately.

School Journey Insurance

The school uses the Council's Insurance procedures – The School's Journey Insurance Policy is taken from the most recent version of *Organising Visits and Journeys*.

The LA employers liability insurance provides legal liability cover against the risk of injury to employees. The public liability policy provides legal liability cover against the risk of injury to others, including pupils.

Transport

The school follows closely the recommendations in the LEA file when organising transport. The school mainly uses Oakleaf Bus Company for day trips and visits. There is a list of companies available which have been approved by the LEA. All coach trips are booked via School's Office with approved Bus Companies by LEA.

When pupils are being transported to Category A visits (sporting competitions), parents are required to complete a consent form, to ensure the vehicle and driver has appropriate insurance cover and parental consent is provided to the school. Volunteers are carefully vetted and are requested to confirm in writing that their vehicle is roadworthy and insured for business purposes.

5. Supervision Ratios

Staff/pupil ratios for the supervision of pupils and young people on educational visits are not laid down in law, but must be set according to the needs of the group, the environment, activities and experience and numbers of staff taking part and any other influencing factors.

This responsibility lies with the visit leader in consultation with the EVCs. Appropriate supervision ratios for visits should arise from the risk assessment. It is important to have a high enough number of competent adult supervisors to pupils to cope with any foreseeable circumstances during the visit.

Although it is difficult to give precise ratios, there are factors that must be taken into account when determining these ratios. These should include:

- gender, age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both on general and specific duties;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;

- first aid cover.

Visit leaders should assess the risks and consider an appropriate safe supervision level for their particular group. Risk assessment should indicate reasons for supervision arrangements and staff/pupil ratios.

National guidance for educational visits no longer identifies suggested numerical supervision ratios except where it states the requirements contained in the EYFS Statutory Framework. National Guidance (www.oeapng.info) states: 'Staffing ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements.

The Early Years Foundation Stage (EYFS) Statutory Framework (updated 19th January 2024) no longer sets out different requirements for minimum ratios during outings from those required on site. EYFS is subject to infant ratios. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary'. (4.3b www.oeapng.info July 2018).

Prior to this, the DfES publication HASPEV (1998) suggested the following starting points for consideration whilst also stating '...without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits...':

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- Outdoor swimming or paddling - 1:10
- Swimming pools - 1:12 in school years 4 to 6;
- 1:20 for school years 7 onwards; higher ratio for school year 3 and below.
- Residential visits - 1:10

Thurgoland Primary will follow the recommended ratios, see below:

Staffing Ratios	
EYFS	1 adult to 4 pupils
KS1	1 adult to 6 pupils
KS2	1 adult to 10 pupils

Where appropriate, more staffing will be used to meet specific individual needs of pupils, (SEND, behavioural, medical).

6. Risk Assessment

Risk Assessment

Risk assessment is a legal requirement and should be seen as a substantial aid to the planning process, rather than a bureaucratic obligation. Risk assessment for all educational visits: Schools should continue to conduct full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of the risk assessment process, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. For educational visits, risk assessment involves the careful examination of what could cause **significant** and **foreseeable harm** during the visit and whether enough precautions have been taken or whether more should be done.

All staff make pre-visits where possible and conduct risk assessments before embarking on a trip or visit. The school also makes use of risk assessments provided by specific establishments visited. Risk assessments are retained electronically on the Evolve site for future use. For more detailed guidance read the most recent version of "Organising Visits and Journeys."

- For educational visits, risk assessment involves the careful examination of what could cause significant and foreseeable harm during the visit and whether enough precautions have been taken or whether more should be done.
- The following points should be carefully considered during the risk assessment process.
- The aim is to reduce to an acceptable level the risk of injury or illness occurring to anyone involved in the visit or anyone who may come into contact with the party (e.g. general public).
- Risk assessments need to be produced for activities, venues and programmes that present significant foreseeable hazards.
- The most appropriate, competent person should assess particular risks, i.e. organising staff the activities for which they are supervising, external providers for the activities they lead.
- The significant findings should be recorded.
- Risk assessments should be reviewed, periodically to consider whether they are still valid, or if there is reason to believe they are no longer valid, or if circumstances change significantly.
- If changes are indicated by the review process, they should be made to the risk assessment and communicated to those using the risk assessment.
- Careful recording of risk assessments will mean that they do not have to be started afresh for each visit.
- The hazards and control measures as set out in the risk assessment should be understood by all those involved.
- Risk assessments should explicitly cover how special educational and medical needs are to be addressed.

Staff will complete a visit specific risk assessment and a travel risk assessment for all visits. The risk assessments will ensure the following is clearly actioned:

- Allergies in the class
- Pupil medical needs including travel sickness
- Medication for pupils, which adult will carry/administer

- Staff medical needs
- Pupils with SEND and any provisions/adjustments to be made
- Behavioural support for pupils

Visit Evaluation & Review

Information and lessons learned from the evaluation and review of visits & journeys guide is shared with other staff, the school management, governors and the local authority as appropriate.

Health and safety law

The School will continue to comply with health and safety law and put in place proportionate control measures. Risk assessments to be regularly reviewed and updated as circumstances school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

6. Sporting Events

Swimming

Pupils in Year 3 are taken for swimming lessons at Stocksbridge Health and Leisure Centre as part of National Curriculum requirements. Members of staff accompany the pupils (maximum 37) on the coach journey in line with staffing to pupil ratios. Three swimming instructors supervise the swimming lessons and the school staff members remain on the poolside. School staff monitor conditions in line with the checklist, which can be found in the most recent version of "Organising Visits and Journeys for Pupils" guidelines. Parental consent is given for pupils attending swimming.

Sporting Fixtures

All sporting events are submitted to the online Evolve system at the beginning of every academic year with the travel, trip risk and Peniston4Sport risk assessments attached alongside. This is submitted by the EVCs and approved by the Head Teacher.

For all sporting events, parents are responsible for organising transport for their OWN child. Parent's may wish to privately organise other parents/adults to transport their child. In this instance an adult volunteer transport form is to be completed to ensure adults have the appropriate MOT, driving license and insurance to transport children safely. School are to be made aware of these prior to the sporting event. School do not keep records of these forms once the event has been attended.

Where parents are being asked to organise their own transport, Thurgoland CE primary will ensure the following as stated from National Guidance 4.5c *Transport in private cars*:

- Gather information from parents about what arrangements have been made.
- Clear communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the establishment of transport for any children whose parents are unable to make such arrangements.

Staff will take paper records of these to sporting events, to ensure they have emergency contact and medical details, should it be needed, (see appendix 3).

Appendix 1 – Visits and trips calendar to be shared with parents annually

Thurgoland C of E Primary - Visits Calendar 2023 - 2024

	Class R	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Autumn 1	Dentist Visit to school		Local walk (Geography)	Swimming (PE) Creswell Crags (Art/History) Friday 15 th September 2023		Mayan Chocolate Workshop (History) Friday 29 th September 2023	Kelham Island (History) Thursday 5 th October 2023 Evacuee experience day (History)
Autumn 2	Christmas Cinema Trip (Reward) Friday 15 th December 2023 Indian Dance workshop (PD)	Christmas Cinema Trip (Reward) Friday 15 th December 2023 Indian Dance workshop (PD) Monday 13 th November 2023 Local village walk (History)	Christmas Cinema Trip (Reward) Friday 15 th December 2023 Indian Dance workshop (PD) Great fire of London experience day (History)	Swimming (PE) Christmas Cinema Trip (Reward) Friday 15 th December 2023	Romans (History) Friday 10 th November 2023 Christmas Cinema Trip (Reward) Friday 15 th December 2023	Christmas Cinema Trip (Reward) Friday 15 th December 2023	Crucial Crew (PHSE) Thursday 30 th November 2023 Christmas Cinema Trip (Reward) Friday 15 th December 2023
Spring 1	Police Visit to school	Grandparents and toys (History)	Yorkshire Sculpture Park (Art) Thursday 25 th January 2024	Swimming (PE) Magna (Science) Tuesday 23 rd January 2024	Mosque (RE)	Young Voices (Music) Monday 8 th January 2024 Tudor Experience Day (History)	Young Voices (Music) Monday 8 th January 2024
Spring 2	Wentworth Farm Wednesday 13 th March 2024	Yorkshire Wildlife Park (Science) Thursday 29 th February 2024					

Summer 1			Victorian Classroom (History) Local walks (Geography)		Ancient Greece (History) Friday 19 th April 2024		
Summer 2	Kirklees Light Railway Walk around the village (Journeys) Friday 21 st June 2024	Filey (Geography) Wednesday 10 th July 2024	Filey (Geography) Wednesday 10 th July 2024	Local Area Walks (Geography/History)		Castleton (Geography) Friday 7 th June 2024 Bike Ability W.C. Monday 24 th June 2024	Kingswood (PE/PHSE) Monday 10 th June 2024 – Wednesday 12 th June 2024

Appendix 2 – Letter to parents for visits and consent/medical form template



Thurgoland C of E Primary School
Halifax Road, Thurgoland
Sheffield S35 7AL

01142 883300
office@thurgolandprimary.org
www.thurgolandprimary.org

Friday 30th January 2026

RE: Year 4 - Western Park Museum Trip

Dear Parents/Carers,

On Friday 27th February 2026, Class 4 will be visiting Western Park Museum, to embed our learning about our history topic of Anglo-Saxons. We will spend the day learning all about the Anglo Saxons, where they came from and investigate why they buried a helmet. We will get the opportunity to visit the Anglo-Saxon part of the Museum, look at artefacts and make our own Anglo-Saxon helmet.

We will be spending the duration of our trip indoors, therefore all children need to wear school uniform trousers/skirt, their Thurgoland PE top, and a school fleece/cardigan. Your child does not require any money to be brought on the trip. Please ensure your child has a coat on the day, as we will be walking from the coach to the museum.

Children will also need to bring a packed lunch and a drink; we kindly ask no fizzy drinks, please. In line with school's policy, please ensure your child's packed lunch is nut-free.

On the day, we will depart at 9:15am, therefore, please could you ensure your child is at school by the usual time of 8:40am. We are aiming to be back at school for the usual home time of 3:15pm. Should traffic cause delays, we will inform parents via a text message on School Comms.

For the visit to be financially viable we require a contribution of £21 for each child. Payment is to be made using School Gateway. Your login details will be your email address and mobile number of the main contact given to school.

Where possible, the school is subsidising the cost of the visit in an attempt to ensure that these opportunities are accessible and affordable to all. However, the school seldom has the financial resources to pay the full costs. Please note that without all such contributions, this visit may have to be cancelled, as the school is not in a position to provide further financial support. The deadline for making payments is Friday 20th February 2026.

Please follow the link below or scan the QR code to complete the consent and medical form. Should you experience any difficulties please inform the office office@thurgolandprimary.org and we will be happy to assist you further.

[Y4 Weston Park Museum Friday 27th February 2026 – Fill in form](#)

Should you have any further questions please contact Miss Banford via office@thurgolandprimary.org or in person during drop off or pick up times.

Thank you
Miss Banford



Year 6 Crucial Crew

Description

Visit: Year 6 Crucial Crew

Date: Thursday 30th November 2023

Time of departure from school: 8:45am

Time of arrival back to school: 2:30pm

Activities to be undertaken: A series of scenarios ran by South Yorkshire Police to help teach children awareness of keeping themselves safe in different circumstances such as: fire safety, traffic and bullying.

Party Leader: Miss R Banford

* Required

1. Full name of pupil *

2. Year Group *

☐ Year 6

3. Gender *

☐ Male

☐ Female

4. Does your child have any medical needs/allergies?

*

☐ Yes

☐ No

5. If yes, please state

6. Does your child suffer from travel sickness? *

☐ Yes

☐ No

7. Is your child able to swim? *

☐ Yes

☐ No

8. Are there any activities you do not wish your child to participate in? *

☐ Yes

☐ No

9. If yes, please state

Enter your answer

10. Parent/Carer name *

Enter your answer

11. Home address *

Enter your answer

12. Contact Telephone Number *

Enter your answer

13. If you are not available in an emergency, please provide an alternative contact (please insert a name and contact number) *

Enter your answer

15. I agree to my child

Taking part in the above activity and having read the information sheet provided agree to his/her participation in the activities described (with the exception of anything mentioned in question 8 of this form).

I acknowledge the need for obedience and responsible behaviour on his/her part and I am aware of the procedure for returning pupils home prior to the end of the visit where their behaviour endangers the Health and Safety of other pupils.

I agree to my son/daughter receiving emergency medical, surgical and dental treatment including anaesthetic, and blood transfusions that may be considered necessary by the medical authorities present.

NOTE: If there are any exceptions to your child receiving medical treatment, I understand to inform the school as soon as possible of any change.

I understand the school's policy on the administration of medicines.

I understand the extent and limitations of the insurance cover provided.

I undertake to inform the school as soon as possible of any change in the medical circumstances between the date of signing and the commencement of the journey.

I understand that the details disclosed could be passed on to the organiser's insurer and/or medical adviser if necessary.

*

☐ Agree

☐ Disagree

14. Name of family Doctor and contact number *

Enter your answer

Appendix 3 – Sporting competition letter and consent form example



Thurgoland C of E Primary School
Halifax Road, Thurgoland
Sheffield S35 7AL

CONTACT US

01142 883300
office@thurgolandprimary.org
www.thurgolandprimary.org

Dear Parents,

We would like to invite your child to participate in a Y5-6 Team Tennis competition. Please see information for the event below:

Date:	Thursday 2 nd May 2024
Venue:	PGS Tennis Courts
Start Time:	4:00pm
Finish Time:	5:15pm
Required Kit:	Thurgoland PE Kit, water bottle.

A few things to note about transport and supervision at the event:

- For safeguarding reasons, we recommend that you arrange transport for your child to and from the event.
- If you are unable to transport your own child but give consent for them to attend the event, then you will be responsible for making alternative transport arrangements with a trusted adult.
- Please note if you are transporting children other than your own, we require a form to be completed in line with our visits and trips policy – please see letter attached.
- To ensure that we run the event as safely as possible, if you have made alternative transport arrangements to take and collect your child, please include details of the responsible parent on the return slip below to ensure staff are aware.
- If the activity is during the school day and you do not have the ability to take your child or are unable to arrange a suitable lift with a trusted adult, please contact the school where suitable alternative provisions of transport can be discussed and provided.
- Members of staff from school will be supervising the children at the event.
- Family members are more than welcome to stay and support the children during the event.
- If you are unable to stay, please ensure you arrive by 5:00pm to collect your child, or state below if alternative transport has been arranged for your child.

* For more information about safeguarding and Health and Safety during Trips and Visits see our Visits Policy which has been approved by governors and the Local Authority and can be accessed at <http://thurgolandprimary.org/policies-and-reports/> *

Please complete the permission and consent form below and return to school by Friday 26th April 2024.

Should you have any further questions please contact Miss Banford via office@thurgolandprimary.org or in person during drop off or pick up times.

Kind Regards,
Miss Banford

Name of pupil: _____

Year group: _____

1. Does your child have any medical needs/allergies?

Yes ☐

No ☐

If yes, please state below:

2. Does your child require a booster seat?

Yes ☐

No ☐

3. Who will your child be travelling TO the event with?

4. Who will your child be travelling HOME from the event with?

5. If you are transporting other children, please state the names of the children below:

6. If you are transporting other children, please confirm the following:

- I am insured to drive the vehicle
- The car is roadworthy with an in-date MOT certificate and vehicle tax.
- I have a current driving license.
- I will ensure that seat belts are worn by everyone in the car at all times.
- If booster seats are needed, I will ensure that these are used and fixed correctly.
- I will not seat children in the front seat of the vehicle.
- I will report immediately to the school, if we are not going to arrive at our destination time.
- I agree for all of the above to be checked by the Headteacher, if chosen for a random check.

Agree ☐

Disagree ☐

Y5-6 Team Tennis

Emergency Details:

Parent/Carer name: _____

Home address:

Contact telephone number: _____

If you are not available in an emergency, please provide an alternative contact:

Name of family doctor and contact number:

I agree to my child taking part in the above activity:

Agree ☐

Disagree ☐

Signed _____