



High School

## Cheslyn Hay Sport and Community High School

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Dear Parent

In light of the events in Manchester and London and the unfortunate tragedy at Drayton Manor park earlier this year, we felt that it was appropriate to write to you and make you aware of the procedures that we have in place to ensure that when your child takes part in a trip that they have a safe and enjoyable time. The information below relates to all trips.

Most of our trips have been taking place for many years now and the itinerary has changed very little in that time. This means that wherever possible there will be staff participating in the trip that have an excellent understanding of what happens and have a very good level of local knowledge and how local amenities work should we need to access them.

You need to be aware that during parts of many trips your child will be under remote supervision. This means that they have free time where they are not in direct contact with a teacher. The students are briefed throughout the day by party leaders on what is happening and how to keep themselves safe during these periods. Staff are on duty at all times in a place that is shown to students. They are instructed to spend any free time in groups of no less than four. This means that if an accident should happen there is a person to stay with an injured party and a pair to find help.

In addition to these measures staff will be carrying mobile phones. Students will have access to these numbers. We will be checking to make sure that they have saved the emergency contact number into their phones. The students will normally be split into groups of no more than fifteen and a member of staff has direct responsibility for these students. We will be asking students to leave their mobile numbers with their leader so that they can contact them if necessary. Students will also be issued with an emergency card. This will list your child's name, the school contact details and the school mobile number. Your child will be required to carry this at all times. It also gives them instructions of what to do in an emergency. You may wish to discuss this with them prior to any trip. In the event of an incident, it asks them to:

- Meet at the designated place if this is possible.
- If this is not possible make sure you are safe and wait for your member of staff to contact you.
- If you do not have access to a phone, take your emergency card to someone who can help you and ring the school emergency mobile number.

We ask that you check that your child's mobile phone is charged and that they have sufficient credit. If your child does not have phone access then please let your party leader know. We will ensure that they are with someone who does at all times.

In the case of a serious, large scale emergency we would ask that you do not ring the emergency numbers. The students will need to access the phone and maintaining the line for them must be our priority. All contact with parents will be made via the school and we will have access to the school text service and school web site to keep you informed.

For trips to activities such as theme parks, students are allowed on the rides and staff will discuss these measures and give any other guidance to them prior to the trip. Students will also be told to follow guidance from the venue staff including any signs or announcements. We have put these control measures into place to reduce risk but there is always an additional risk with visits to theme parks.

If you have any concerns regarding any trip, please contact school to speak to one of the party leaders.

Please can I also remind you to contact school if your child has any medical condition that we need to be aware of that may affect them on the day.

Yours sincerely



Ms N Crookshank  
Headteacher