

Kings Forest Primary School

Guidance sheet for parent helpers on school trips

Thank you for coming to help on our school trip - we are delighted that we are able to use your time, skills and patience to the benefit of children at our school. We hope that you have an enjoyable time while on the trip with us – please read the guidance notes below to help ensure everybody involved on the trip has a safe, enjoyable and worthwhile trip.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- If the trip involves a coach journey, please help the children in your group fit their seatbelts correctly.
- The class teacher has sick bucket/bags, if needed.
- You will be given any medication such as inhalers that may be needed by a child in your group to keep with you for the duration of the trip.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality as in school - like all other people working in school you will have to keep such information strictly confidential and we ask all parents to behave professionally and to respect the private nature of certain discussions and information. Under no circumstances should you talk about specific children other than with the teachers employed at this school.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher.
- If there is a medical or other emergency, let the class teacher know immediately. The teacher is responsible for contacting the school and associated parents in emergency situations.

We do appreciate your help on school trips – we hope you have a great time with us!

