

# Shoreditch Park Primary School

Bridport Place  
London N1 5JN

**Tel:** 020 7739 7973

**Fax:** 020 7613 4682

**Web:** [www.shoreditchpark.hackney.sch.uk](http://www.shoreditchpark.hackney.sch.uk)

**Headteacher:** Penny Smith  
**Head of School:** Siobhan Fehim  
**Deputy Head for Inclusion:** Rachel Cleverton  
**Assistant Heads:** Natalie Ketchell, David Cunnelly,  
James Scuff, Alix Bevington, Simone Bunbury



**Pastoral and Child Protection Manager:**  
Claire Keady

**Early Years Lead:** Rozzy Freeth

## Agreement Form for Parents / Carers on School Trips

We are very grateful to parents/ carers who support Shoreditch Park Primary School when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

The class teachers make most of the arrangements for trips and visits including selecting parent/carer helpers. Parents do not have a right to attend school visits and trips with their children. Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

### **The main duties of parent/carer helpers on school trips and visits are;**

- To ensure the safety and security of the children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children, including their own, participate fully and independently in all activities

### **Further guidelines;**

- Parents/carers are asked to read any briefing information which relates to the trip.
- Parents /carers cannot bring any siblings or additional children on a school trip.
- Parents/carers should not leave their group/class at any time without notifying the teacher.
- Parents/carers are asked to refrain from purchasing items, or food and drink, for their own child/group.
- Parents/carers should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/carers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible.
- Mobile phones must be switched off and not used at any period during the time with the children.
- Parents/carers will not escort any child or children to the toilet.
- Parents/carers will not be solely left in charge of a group without a member of the school staff being present.
- Parents/carers who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the class teacher. This would contravene the risk assessment which has been agreed for the visit.
- When walking in public places parents/carers should encourage children to walk in twos rather than a group.
- Parents/carers should not take any photographs of children during the visit.



In the event of an emergency the trip leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the trip leader. They will follow the instructions given by the trip leader and will act to promote the safety of all children and adults.

Please sign below to agree to the above terms:



Name of Parent/Carer: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_