

## Thank You for Volunteering to Support a School Trip

Dear Parent,

Thank you so much for offering your time and energy to your class community. Your support means that we are able to model all members of a community being active in taking on the task we share and also gives you an opportunity for a variety of great experiences!

However, there can be a challenge in switching from parent to school volunteer so please read this guidance to help you hold your responsibility as best you can.

- Please remember you will be wearing your 'volunteer for the class group' hat and not your parent hat for the duration of the trip and will be directed by the teacher in charge of the trip.
- Please familiarise yourself with the trip letter so you are aware of the details of the trip. If there is more information for you, the teacher in charge will brief you with this beforehand.
- Please come with the kit asked of you, such as waterproofs and wellies, so we can model to the children that wearing the right kit is the right thing to do.
- Please keep to the boundaries of the trip. For example, if children have been asked not to bring money, please don't give your child money or buy things for them.
- Please allow your child to have the fullest experience of the trip of which a part is being separate from their parents. To help them with this, allow them to carry their own things, slap on their own sun cream, and take responsibility for their own experience.
- For overnight trips, please make yourself available for the pre-trip briefing meetings. If you can't do this, please read all of the planning and health and safety information before you go on the trip.
- Please read and adhere to the safeguarding information provided to you. This will include a document called 'Keeping Children Safe in Education' and possibly other documents as well.
- Please don't use your personal devices for taking pictures, and please don't give your personal phone number to the students. This is against school policy.
- Please allow the teacher in charge or the nominated first aider to administer first aid and support them as they instruct in the event of an injury. Unless directed to do something specifically, please don't administer any first aid, medication, remedies or other lotions and potions yourself. As a school volunteer, you are not able to do this.
- Please come with a friendly and supportive manner; but if you do have concerns with how the trip is running or being organised, please do share these with the teacher in charge, away from the children.
- Please be open about your own limitations; if you are not comfortable with something, please say so or ask for help if you need. This is a great thing to model to the children.

- As wonderful as trips are, they are hard work and can be stressful, especially when things go wrong. Please be active in supporting the teacher in charge and other adults on the trip to collaborate to overcome challenges. Again, a wonderful thing to model to the children.
- Please remember that this is guidance, and inevitably things will change. Let's aim for this and adjust as we need to on the trip.

With thanks once again - we really couldn't do it without you!

**Jonathan Hobbs**

Lower School Chair, on behalf of your child's teacher