



Dear Parents

**Whole School trip to The World Para Athletics Championships London 2017
Monday 17th July 2017**

I have been in discussions with the Kent team in regards this trip and am delighted to confirm the trip will be going ahead. The security measures are very tight at the Stadium and the use of coaches in and out reduces any risk further. I'm convinced this unique opportunity will inspire and motivate the children to engage in sport. Throughout the day we will be watching the heats and finals of 1500 metres and 200 metres running; javelin, shot put, discus and long jump.

We have secured some volunteers but have availability to have more, so please contact the office if you are able to help. The cost for this trip will be £6 per pupil.

Children need to be dropped off at the Memorial Hall (new school site) to be registered with their teacher at 7.45am (**we will be leaving by coaches at 8.00am**). Coaches have been arranged to transport the children and staff to/from the London Stadium, Queen Elizabeth Olympic Park. In view of the early departure time there will be no breakfast club on this day. We expect to return to school **for 4.15pm**. School uniforms please (appropriate jacket etc – including sun hat - for the weather on the day). Children should take a 'throw away' packed lunch along with a water drink and snacks (healthy/no nuts) to eat during the viewing. Please provide your child with a **named back pack bag** (so their hands are free) to carry all belongs in throughout the day. Contract Dining are unable to provide a lunch for this event.

A comprehensive risk assessment can be found on the school website or the school office. I have attached a summary of this for your reference. If you have any questions please feel free to drop in to school at 3pm on the 20th June.

Please would you complete and return the permission slip below by the 23rd June 2017.

Yours sincerely

Mrs H Walters

Headteacher

PARENTS' CONSENT FORM

Whole School trip to The World Para Athletics Championships London 2017 Monday 17th July 2017

Child's Name: Year Group:.....

I have enclosed my contribution of £6

I give permission for my child to attend the above event. YES/NO

In the event of injury I give permission for a member of staff to administer appropriate medical treatment in the case of an emergency.

Emergency contact number

Signature.....Name.....

Summary of our risk assessment:

We have high expectations of behaviour in and out of the school and children will be reminded of these prior to the trip and during. All staff and volunteers will be briefed prior to trip and expected to have read the detailed risk assessment and planning.

Travel:

- We will be travelling by coach (Brookline). All children will wear seat belts and each coach will have a leader who will communicate with Mrs Walters and (if needed) the main school office.
- ANY DELAYS OR CHANGES will be communicated to parents via parentmail.
- There will be water available on the coach.
- Movement between the coach and the stadium will be supervised closely. Each group leader will be counting and checking throughout.

Parking:

- An allocated parking space has been booked and all children will exit and enter the coach in a single line with plenty of adult supervision.

Supervision:

- Children will be in small adult led groups at all times. School Uniform worn to be easily seen.
- A higher adult to child ratio will be used for toilet trips.
- Our seating is allocated low down (near an exit) and together. Adults will be at the end of rows.
- Children will be wearing wrist bands with the key leader and school contact details.
- We have an allocated group leader from the Stadium who will greet us at the beginning of the day and support our security checks.

First Aiders:

- We have five staff first aiders (some paediatric) and the stadium also have designated on site paramedics and ambulances. A first aider will be on each coach.

Security:

- Security plans remain under constant review by the stadium and there will be a comprehensive range of security measure in place – some are visible, for example bag checks, security cameras. Other security measures are not as visible but are in place.
- A comprehensive list of prohibited items has been shared with the school and all visitors.

Medical:

- Medicines will be carried by the group leader of the child and will be marked in their original containers. A named member of staff will be responsible for overseeing the administration of this. A consent form will be carried.

The Kent Educational Visits Team is fully supportive of this trip. They have checked all our risk assessments, plans and information. A final check will take place just before the trip and any adjustments will then be made.