



# Educational Trips and Visit Policy

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**Member of staff creating policy: Helen Manyanya (Deputy Principal)**

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## **Key Staff**

Chair of Governors	Katie Partlett
Nominated Governor	Katie Partlett
Principal	Emma Sullivan
Deputy Principal	Helen Manyanya
Educational Visits Co-ordinator	Zühal Cetinkaya

## Introduction

This Educational Trips and Visits Policy is available on the school website and is reviewed and ratified every two years by the Governing Body of the school.

**Part One** of the policy includes information for all members of staff

**Part Two** of the policy includes information on undertaking a visit led by Lighthouse School Staff

**Part three** of the policy contains the appendices and associated documentation

Lighthouse School Leeds is a school for young people aged 11 to 19 with an autistic spectrum condition (ASC) or related communication disorder.

We recognise the value of off-site visits to students as both an enrichment to their studies, and to their personal and social development. In particular they have the opportunity to undergo experiences not available in the classroom linking closely to the school's main aims in supporting students into appropriate destinations through work within the community. Such visits improve the student's relationship with the school and further relationships with the staff that work with them.

A key area of the school's ethos includes promoting learning for life, and supporting young people and their families' aspirations for the future, though learning in environments outside of school.

The school feels strongly that allowing students to fully engage and participate in learning outside the classroom comes with great benefits to students and their development. Lighthouse School is committed to a cycle of educational visits each year and aims to embed educational visits into the school's weekly curriculum. The following areas often include educational visits;

- preparation for adulthood
- vocational preparation
- community visits
- enrichment activities
- supporting a student's individual curriculum
- promoting leisure activities and inclusion

All educational visits will have a purpose and outcomes assigned and listed on EVOLVE. Visits should be arranged that will support and enhance the planned curriculum. They may be used as a spring-board into learning or a summation of a topic or scheme of learning. As an open-minded special school, we will likely include visits to all places of worship. These visits will both underpin the differing values and beliefs of other cultures and faiths and allow the students opportunities to explore different cultures and beliefs.

**If the procedures are not followed then the visit will not be authorised and will not take place.** Failure to follow procedure may also lead to disciplinary procedures.

Lighthouse School takes the health and wellbeing of our students and staff seriously and we take all reasonable steps as outlined in the Health & Safety at Work Act 1974.

This policy has been designed in line with DfE Guidance, Health & Safety Executive (HSE) guidance, OEAP National Guidance (<http://oepng.info>) and the Policy Handbook for Educational Visits Leeds (available on Evolve).

EVOLVE is the educational visits notification system used by schools in Leeds and throughout most of the UK. It is an electronic system and has been mandatory for notifiable visit planning since 2010.

## Part One – General Information for all members of staff

### 1.1 Categorisation of visits

Category 1	Regular Curriculum Visits
Category 2	One off visit
Category 3	Adventurous activities (see list on EVOLVE), overnight stays, overseas trips

### 1.2 Definitions

***In loco parentis*** means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent/carer.

***School trip*** means any educational visit, foreign exchange trip, away-day or residential holiday organised by Lighthouse School which takes students off-site.

***Residential*** means any school trip which includes an overnight stay.

***Activities of an adventurous nature*** include, but are not limited to:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

***Hazard*** means anything that can cause harm

***Risk*** is the possibility that someone will be harmed by the hazard

***Control*** is how to manage the risk and/or hazard

### 1.3 Key roles and responsibilities

***The Governing Body*** has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Lighthouse School and for handling complaints regarding this policy as outlined in the school's Complaints Policy.

Approval for all category 3 visits and any category 2 visits where the ***Principal*** deems it necessary will be sought from the ***Governing Body***. The overseeing of educational visits will be undertaken by the nominated governor for educational visits.

**The Governing Body & Executive Leadership Team** have overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The **Principal** will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy, and will provide a report to the governors on an annual basis detailing the visits planned and the results of any review of visits undertaken. The **Principal** has overall responsibility for educational visits and school trips, and will approve, via consultation with the Governing Body, any use of offsite providers to be used regularly or within the school timetable as part of extended curriculum.

The **Deputy Principal**, working with the **Educational Visits Coordinator**, is responsible for ensuring that all educational visits are planned in accordance with this policy and Leeds City Council's EVOLVE guidance and procedures. They will ensure that all staff are appropriately qualified and trained.

The **Educational Visits Coordinator** will review all risk assessments submitted by the visit leader, assess them for suitability and authorise all visits via EVOLVE which will complete the approval chain for each visit. They will have appropriate training in OEAP National Guidance and from the Local Authority.

The **Designated Visit Leader** in charge of the trip is *in loco parentis* and has a duty of care to all members of the party. They will act as key line management of other staff on educational visits. This includes listing all medical needs on EVOLVE, preparing medication and signing this out in line with the school medical needs policy. They will be responsible for providing a register of participants.

The **Designated Visit Leader** and other relevant staff will risk assess and undertake an inspection visit as appropriate. They will ensure that the visit complies with, and undertake their role in accordance with, the requirements outlined in the Leeds Policy Handbook for Educational Visits (on EVOLVE) and on the OEAP Website (appendix A).

**All Staff** will be responsible for following the Educational Visits and School Trips Policy, and for ensuring students do so too. They are responsible for ensuring the policy is implemented fairly and consistently, and that the strategies they implement to support student behaviour matches the ethos of the Lighthouse School. **All staff** on the visit are responsible for ensuring that they are meeting the requirements of the risk assessment and any control measures that are in place. Any further identified risks should be brought to the attention of the **Designated Visit Leader**.

**Students** are responsible for following instructions from staff while on educational visits and school trips, and behaving in a manner which matches the ethos of the Lighthouse School.

## **1.4 Training of Staff**

*All Staff* will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.

All *Designated Visit Leaders* and staff supervising visits will receive regular and ongoing training as part of their continued professional development.

*Designated Visit Leaders* will have experience and relevant training to lead visits. Any staff who will be required to lead will be provided with a mentor from a team of experienced visit leaders, who will act as a shadow leader to them.

All *Designated Visit Leaders* will be trained in the use of the EVOLVE educational visits software.

## **1.5 Policy Review**

This policy is reviewed every two years by the *Deputy Principal* and the *Educational Visits Coordinator*. The scheduled review date is shown on the front page of this document.

Review by key stakeholder groups, staff who have led visits and safeguarding staff may be undertaken following issues arising during a visit.

Updates to the policy will be made in line with changes to EVOLVE, or following Local Authority advice. These will be marked as changes if they do not change the nature of the policy or for significant changes the policy will be resubmitted for ratification.

## Part Two – undertaking a visit led by Lighthouse School Staff

### 2.1 Proposals

The **Designated Visit Leader** will submit a proposal to the Principal before starting an EVOLVE notification for Category 2 and 3 visits. For new Category 1 visits that are to become a regular part of the curriculum, proposals should be submitted to the **Executive Leadership Team** for consultation prior to the commencement of the course.

Where appropriate the **Principal** will meet with the **Designated Visit Leader** to discuss the visit and will brief the **Governing Body** as applicable.

### 2.2 Calendar of Visits

The **Educational Visits Coordinator** will liaise with the **Deputy Principal** and the **Key Stage Coordinators** to ensure that there is as comprehensive list as possible of the visits that are planned for the year included on the school calendar for the beginning of each school year. This should include, as fully as possible, visits that are part of the curriculum.

All visits scheduled to take place outside of term time should be discussed by the **Principal** with the **Governing Body**.

The calendar should contain details of the individual students/class/subject/year group/key stage (as appropriate), the time of departure and arrival back at school, and staff members involved. This will enable other members of staff to plan accordingly.

The school recognises that there will be times when visits are arranged at short notice, and these should be added to the school calendar as **TBC** (to be confirmed) at the point of proposal being made. This enables other members of staff to plan accordingly.

### 2.3 EVOLVE Notification

The EVOLVE notification must be submitted fully within the following timescale for each category of visit by the **Designated Visit Leader**.

Exceptions are possible, but must be cleared by the **Principal** or **Deputy Principal**.

Category 1      1 week before the visit

Category 2      2 weeks before the visit

Category 3      8 weeks before the visit

The **Educational Visits Coordinator** will sign off the visit and pass to the **Principal** as required within a timely fashion and before the trip takes place. For Category 3 visits this must be within **6 weeks** of the visit taking place to enable the Local Authority time to authorise the request.

EVOLVE visit notifications will, as a minimum, state

- the educational purpose of the visit
- its aims and objectives and
- how it conforms to the school's curriculum aims

The EVOLVE notification must be completed for all category 1 and 2 visits. For any category 3 visits the risk assessment, schedule and staffing must be submitted to the **Principal** with the initial proposal.

Visit evaluations should be made available for all staff to view on EVOLVE within 28 days following the visit (the option to provide an evaluation is not possible on EVOLVE after this time).

## 2.4 Finance and Insurance

The school's financial procedures will be followed when arranging educational visits. Under no circumstances should the visit be processed under personal accounts.

For any Category 3 visit the **Designated Visit Leader** will ensure that the provider holds a licence to undertake the activity with students, and a copy of this should be kept with the visit documentation and uploaded to EVOLVE.

The relevant insurance must be in place for the visit. It is the **Principal's** responsibility to ensure that the **Governing Body** review the insurance for Educational Visits each year in the Finance Committee to ensure that there is the correct coverage in place for the visits that are due to take place.

The **Designated Visit Leader** should check that the insurance policy covers staff and students with pre-existing medical needs. Parents should be informed of the limits of any insurance cover, where appropriate.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible, and the Crime Number will be recorded and submitted to the **Deputy Principal** as soon as possible, and at least upon return to school.

Any medical expenses incurred during the visit will be recorded and passed to the **Finance Office** on return to school.

Reasonable personal expenses incurred during the visit by members of **staff** should be recorded and receipts kept. These should be claimed for in the usual way through the **Finance Office**. If possible, these should have been agreed in advance with the **Finance Office** as they may not be paid back if deemed unnecessary.

## 2.5 Risk assessment process

Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full. The risk assessments will take in to account the risk of the visit itself and the students taking part.

Risk Assessments are carried out by the **Designated Visit Leader** and should be completed well before the visit. The Risk Assessment should be signed off by the EVC and then the Deputy Principal.

The process is as follows:

- Identify the **hazards**
- Decide who might be harmed and how
- Evaluate the **risks** and decide on **control** measures
- Decide on what steps will be taken in an emergency
- Record your findings and implement them
- Review your assessment and update if necessary

The Risk Assessment will be recorded on the form in line with the EVOLVE templates and advice from the Local Authority and uploaded with a unique visit reference to provide a central record on EVOLVE. Any visits that include the use of transport will have a relevant risk assessment completed and listed on EVOLVE.

An itinerary of the visit is produced for each visit. The **Designated Visit Leader** will appoint a **School Contact** to be the main point of contact in school, who will be detailed on the risk assessment. This will usually be the **Educational Visits Coordinator**, but may be another suitable member of staff who is available for the duration of the visit.

## 2.6 Pre-Visit

A pre-visit must be made by the **Designated Visit Leader** who is to lead a group on a visit, (including residentials) to the location even if the location is familiar to them.

The visit should be assessed for suitability of our students with a diagnosis of Autism and associated conditions. Access arrangements for interactions with visit staff should be assessed during the pre-visit and consultation should be undertaken for appropriate physical access if needed.

The **Designated Visit Leader** must:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit
- Ascertain if it has the Learning Outside the Classroom (LOtC) mark or other quality marks which might suggest the venue is appropriate
- Obtain advice from the site manager regarding evacuation policy/first aid, etc.
- Assess potential areas and levels of risk to record on the Risk Assessment
- Ensure that the venue can cater for the needs of the staff and students in the group and ensure they are fully aware of the levels of need of our students.
- Become familiar with the area before taking a group of pupils there.

If using a provider, research them appropriately:

- Do the values and ethos of the provider match your expectations?
- Is there a clear understanding about the responsibility for supervision from the provider and the school at all times during the visit?
- What are the respective roles of provider staff and your staff? • What provision will be made for our students' special needs?
- How flexible is the programme to meet changing circumstances?

**You have a duty of care to ensure that any provider you use meets acceptable standards.**

When using external providers and facilities ensure you have read National Guidance from Outdoor Education Advisors' Panel (OEAP – <https://oeapng.info>).

## **2.7 Communication to Parents**

Annual consent forms will be used to gain parental consent for regular curriculum activities and local visits within the school day and listed on individual timetables. This includes visits that take place both on an off-site. Parents will be notified of the trip in advance. If this is a regular activity it will be listed in their timetable, or they will be given notice the day before via student planners, email or Scholarpack SMS. Further information should be made available upon request.

For Category 2 and 3 visits, and for visits that take place outside of the school day, parents should be given appropriate and relevant information to enable them to make an informed decision as to whether their child should participate in the visit. They should be informed by letter, and should have the opportunity to withdraw their child from taking part. They must sign the consent form (s) and provide emergency contact number(s) and all relevant medical details for their child to be involved in the visit. Parents are asked to agree to the student receiving medical treatment, including the administration of a general anaesthetic and to surgical operations in the case of an emergency (in accordance with the recommendation of a qualified medical practitioner).

If parents do not agree to this, the **Principal**, in consultation with the Governing Body, may decide to withdraw the child from the visit – given the additional responsibility this would entail for the **Designated Visit Leader**.

For Category 3 visits and for some Category 2 visits (as requested by the **Principal**) parents should be encouraged to attend a briefing meeting where written details of the proposed visit should be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. This is a legal requirement. Parents need to be aware that the teachers and other staff on the visit will be *in loco parentis*.

The **Designated Visit Leader** should ensure that parents can contact their child via the school contact and the group leader in the event of a home emergency, and that they have

a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- know the destination details
- be aware of the emergency contact arrangements and all the venues the group will visit
- provide contact numbers for day and night use in an emergency
- for Category 3 and some Category 2 visits group leaders should arrange for parents to be told by the school of the group's safe arrival using Scholarpack SMS

## 2.8 Mobile Phones

Students will not be permitted to take their mobile phones on visits, including residential visits.

## 2.9 First Aid

First Aid should form part of the risk assessment. Before undertaking any off-site activities, the **Designated Visit Leader** should assess what level of first aid might be needed.

On **any** kind of visit there must be one member of school staff with an up to date first aid qualification, and all adults in the group should know how to contact emergency services and the location of any first aid equipment.

The **Designated Visit Leader** should designate responsibility for administering any regular medication to a member of staff (or to themselves), who will hold a copy of medication details for all students involved with the visit.

The minimum first aid provision for a visit is:

- A suitably stocked first aid box or pack.
- A person appointed to be in charge of first aid arrangements.

Other considerations when considering first aid should include:

- The number in the group and the nature of the activity.
- The likely injuries and how effective first aid would be.
- The distance of the nearest hospital.
- First aid should be available and accessible at all times

Arrangements for taking medication and ensuring sufficient supplies should be undertaken. All teachers supervising visits should be aware of a student's medical needs and any emergency medical procedures through a summary sheet. The **Designated Visit Leader** should discuss the student's individual needs with the parent and any limitations that they may have due to their medical needs.

## 2.10 Staffing ratios

There will be sufficient staff to cope in an emergency. All visits will be run with the correct student ratio based on needs of students. The **Designated Visit Leader** should liaise with Wellbeing staff and Key Workers to ensure that staffing ratios are effective.

Details of staff ratio required will be listed on the EVOLVE visit documentation, and any staff or student illness should be reviewed to ensure that there are adequate ratios of staff and that staff with appropriate skills and knowledge of the students are included in the trip.

**If the correct staff ratio is not available or there is not an appropriate visit leader then the trip will not run.**

## 2.11 Travel Arrangements and use of the School Minibus

The **Site Manager** is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The **Driver** must have a current driving license, D1 class on their driving licence and MIDAS certificate. The relevant form should be completed from the school office along with a copy of their driving licence.

Appropriate driver checks of mini bus will be completed by the **Driver** and the checklist returned to the school office before departure. Any issues arising during the visit should be reported to the **Driver** and to the **Site Manager** upon return. This includes potential risks and damage or defects in the minibus. The **Driver** and **Designated Visit Leader** should liaise to ensure that the minibus is safe and suitable for travel following reports of defect or damage to the minibus.

Any possible fines incurred while driving will be paid by whoever was driving the minibus at the time the offence was committed.

Any potential risks, defects or damage identified, will be reported to the site manager upon return to the school.

The following staff members hold the required licence and have completed specific training which allows them to drive the school mini bus/vehicle:

**Lee Campey**

**Mike Austin**

**Dianne Kitching**

**Michelle Hoole**

The school mini bus will only be used by the Lighthouse School and the Lighthouse Trust. The minibus will carry strictly one person per seat and seat belts must be worn at all times. Staff should ensure that students are maintaining safe behaviours whilst

It is only in exceptional circumstances that students should be transported in a member of staff's private vehicle. In this case the member of staff should hold a current driving licence and insurance for work purposes. They should complete the relevant EVOLVE form and provide a copy of their licence and insurance document for school.

For transport booked with a private hire firm, the **Designated Visit Leader** should ensure that they have the relevant insurance. The **Finance Office** will assign designated providers deemed as meeting the correct criteria.

## 2.12 Undertaking the Visit

Before leaving, the **Designated Visit Leader** should confirm contact numbers for themselves and for the **School Contact** are correct and ensure that all members of staff on the visit have this information.

The **Designated Visit Leader** will inform the office of the names of the students included on the visit before leaving.

The visit should commence in accordance with the itinerary and activities planned. Any deviation should be considered by the **Designated Visit Leader** in relation to the risk assessment and alterations made accordingly. This must be recorded and be considered under the evaluation and review procedures.

Any accidents or near misses should be reported in the correct forms at school upon return.

Any accident that results in a student or member of staff having to go to hospital must be telephoned to the **School Contact** immediately. The **School Contact** will inform the **Principal** who will liaise with the **Governing Body**. The **Designated Visit Leader** will follow advice and actions given by local healthcare workers or the police. Full written records of the incident will be kept and will be given to the **Educational Visits Coordinator**.

The **Educational Visits Coordinator** will pass information on to the insurance provider as necessary.

Any media enquiries will be passed on to the **Principal**, who will inform the **Governing Body**. If the **Principal** is not available this will be delegated to the **Deputy Principal**.

Should the visit be delayed in returning, the **Designated Visit Leader** should inform the **School Contact**, who will support in ensuring that the school office have contacted all parents via Scholarpack SMS.

The **Designated Visit Leader** should plan for the potential cancellation of the visit.

Upon return, the **Designated Visit Leader** should ensure that there is an evaluation of the visit and this is returned to the **Educational Visits Coordinator**.

## **Part 3 – Appendices and associated documents**

### **Appendix 1**

#### **Policy Documentation**

OEAP Website for Educational Visit Co-ordinators - <https://oeapng.info/evc/>

LCC Policy Handbook for Educational Visits

## Appendix 2

### Annual Consent for visits



#### **ANNUAL CONSENT FORM FOR LOCAL, NON-ADVENTUROUS SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES - ADMINISTRATION OF MEDICATION AND EMERGENCY MEDICAL TREATMENT**

Please complete the attached consent/medical form below if you are happy for your child:

- To take part in regular local out of school visits and other activities **not** classed as adventurous, that take place off the school premises during the school day (such activities/visits are part of Lighthouse School's curriculum)
- and
- To be given, in the event of accident, injury or illness, first aid by trained school staff
- and
- To be given, in the event of serious accident, injury or illness, first aid or urgent medical treatment, including surgery, during any school trip or activity.

#### **Please note the following important information before signing this form**

The visits and activities covered by this consent include:

- All local school visits which take place during the school day. These may include school swimming lessons, visits to the local library, museums, theatres, nearby sports grounds, local churches or other places of worship, other local schools, restaurants.
- The school will send you information about other visits/activities that are classed as adventurous and/or that require increased travel time out of the local area before it takes place and ask you to confirm you have read the details and wish your child to be included in the visit/activity by returning a simple consent/ reply slip together with any voluntary contribution or payment as appropriate.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please complete and return the consent/medical information below if you agree to the above.

**ANNUAL CONSENT FORM FOR NON-ADVENTUROUS AND LOCAL SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES (2020 onwards)**

<b>Name of Student:</b>		<b>Address:</b>	
<b>Class/Form:</b>			
<b>Date of Birth:</b>			
<b>Name of Parent/Carer: (Emergency contact)</b>		<b>Other Emergency Contact Name: (Emergency contact 2)</b>	
<b>Contact telephone number(s):</b>		<b>Contact telephone number(s):</b>	
<b>Medical Information about your child:</b>			
a) Please provide details of any conditions which the school needs to be aware of for example: medical conditions including any condition that may restrict, or be aggravated by, physical activities; illness; allergies including to medication			
b) Please give details of any medication required, including how medication is administered, timing, dosage and any side effects the medication may have			
c) Please outline any special dietary requirements of your child			
d) When did your son/daughter last have a tetanus injection?			

I agree to my son/daughter attending local, non-adventurous educational visits and activities during the academic year.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities. I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness. I undertake to inform the school of any changes to the above during the academic year.

<b>Signed (Person with Parental Responsibility):</b>
<b>Full Name (Printed in capitals):</b>
<b>Date:</b>

## Appendix 3

### Example Letter Swimming Ability



12 July 2019

#### Shine Holiday Club – July 2019

Dear parents/carers,

Thank you for your interest regarding your child attending Barnsley Metrodome as part of the Shine Holiday Club.

Students will be taken by minibus to Barnsley Metrodome and will be leaving school at 10.00 and returning at 14.30. Students will be supervised at all times and there is sufficient staffing ratio in place.

This visit is not covered under the annual visits consent form, so if you would like your son/daughter to take part, please complete and return the attached form by **Wednesday 20th July**. Students will be able to access the slides in the pool area, if they are able to tread water for 1m unaided and swim 2 lengths of the pool unaided (50m). Please confirm this at the bottom of this letter if you would like your child to access the slide area.

As you will have read in the Shine Holiday Club leaflet, the students will be provided with a lunch as part of the day package. Please indicate below which food choice your child would like to have. Attached is a sheet detailing what allergens the food contains, for your information.

If you have any concerns or questions please feel free to get in touch with myself or another member of the wellbeing team.

Kind Regards

Kirsty Heys

Wellbeing Coordinator

Student Name: \_\_\_\_\_

**Food Choices**

<b>Options:</b>	<b>Tick food choice</b>
Cheese burger and chips	
Chicken nuggets and chips	
Burger and chips	
Hot dog and chips	
Fish fingers and chips	

**Swim Capability**

I would like my child to access the slide area and confirm that \_\_\_\_\_ can tread water for 1 minute and swim at least two lengths (50m) of a swimming pool unsupported **Yes / No** (delete as appropriate)

If no, what level of support does your child require in a swimming pool? (ie can they use floats etc)

**Signed:** \_\_\_\_\_ *(parent/carer)*