

Dear Parents and Carers,

Re: Parents helping on School trips

We would like to take this opportunity to thank you for the ongoing support you give to our school trips at Coney Hill. These experiences are such an important part of children's learning, and they would not be possible without the help of parents and carers, who volunteer their time.

To ensure the safety and smooth running of each trip, it is the responsibility of the teaching staff to decide which parents or carers will accompany us. This allows us to balance the number of adults needed, meet safeguarding requirements, and ensure that we have a range of experience and skills to support the children effectively. We greatly appreciate your willingness to help, and if you are not selected for one trip, please be assured there will be further opportunities in the future.

If you are invited to help on a school trip, we kindly ask that you:

- Supervise the group of children assigned to you at all times.
- If you are there to support your child on a 1:1 basis, their school 1:1 will be asked to support another group
- Support the school's behaviour policy and help reinforce expectations with pupils.
- Maintain confidentiality about any incidents or personal information you may become aware of during the trip.
- Ensure any safeguarding concerns are swiftly passed on to the class teacher
- Avoid using mobile phones except in an emergency or with a teacher's permission.



Thank you once again for your understanding, cooperation, and support. Together, we can ensure our school trips continue to be enjoyable, safe, and memorable for all the children.

If you have any questions, please don't hesitate to contact the school office.

Yours sincerely,

Trudy Ashdown

Educational Visits Coordinator