

Planning Your School Trip

The **'Learning Along the Line'** destinations were carefully selected by experienced teachers, not just for their educational relevance, but also for their suitability as a venue.

Choosing the right place to take your pupils can be tough and once found, planning the visit can be a minefield. This is why we created a 'hints, tips and considerations' sheet, so you don't miss a thing. Your fellow teachers have added their own insights, some of which may be obvious, whilst others may make planning your next school trip a whole lot easier.

1. What could a school trip achieve?

- It could help you achieve your curriculum objectives.
- It could be a fun and original way of engaging your pupils with a particular subject.
- It could fill gaps in the curriculum or objectives that are difficult to meet.
- You may have a set number of projects you need to cover in a year, so why not plan a related school / class trip for one or all of them.

2. Planning for the trip

- You may need to present your trip plan to a trip co-ordinator, if you have one, who will then review it and attempt to get the Headteacher's consent.
- You may even have a trip planning sheet to complete, requiring details of times, objectives and staffing, as well as a complete risk assessment.
- A risk assessment will require a visit to the venue prior to the actual trip. Some places will allow you to do this for free.
- Parental consent is of course mandatory. Sometimes, general consent may have already been granted when a pupil joined your school, but this will have to be complimented by signed consent form from each parent or guardian. Rather than sending out individual letters for a trip, why not just add the form into your next newsletter.
- Who will be funding the trip? If parents, how much can they afford? Can your school subsidise the cost?
- Book your trip far in advance, using the yearly curriculum map. Such forward planning could save your school money through early booking discounts.
- Venues such as Warwick Castle put on themed events. Take a look at their yearly calendar, so you and your class don't miss out on some great surprises.

3. How to select your destination

I. The Venue

- Would a visit there enhance your pupils learning?
- Does it have adequate space to accommodate the children?
- Does it have enough activities to keep them occupied for the time they are there?
- Is it all indoors, or does it provide outside space too?
- The children will need to be engaged at all times, so the less queuing the better.
- Is there support from venue staff (story telling / performances / tours etc)?



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- Are the activities on offer 'hands-on' enough for younger children?
- Are the toilet facilities child friendly?
- Does the venue cater for children with special needs?

II. Transport Links and Logistics

- One mode of transport is usually best.
- If the prospective venue is only accessible by using several modes of transport, it may not be ideal.
- If this is the case, it may be simpler to pre-book a coach.
- Be aware of the distance from the venues 'nearest' station to the venue itself.
- Be aware of the journey from the station to the venue. Is it hazardous, will you have to get more busses? The attraction may even provide a shuttle bus.
- Book far in advance!

4. Learning Along the Line featured destinations

- Thinktank: www.thinktank.ac
- Warwick Castle: www.warwick-castle.co.uk
- Roald Dahl Museum & Story Centre: www.roalddahlmuseum.org
- Wembley Stadium: www.thestadiumtour.com
- Bekonscot Model Village: www.bekonscot.com/schools
- Shakespeare Houses & Gardens: www.shakespeare.org.uk
- Chilterns Area of Outstanding Natural Beauty: www.chilternsaonb.org

5. Booking Travel

To book travel and find out about special offers please go to: www.chilternrailways.co.uk

We hope the hints and tips above have helped and we hope you and your pupils get the most from your next school outing.

Bon Voyage!

