



# THE PARK COMMUNITY SCHOOL

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Headteacher: Gareth Roscoe BA (Hons)

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Dear Parents/Carers,

We have written this letter to inform you of our school procedures should there be any terrorist activity in London either on the run-up or during our stay. Thankfully, incidents of this nature have settled down in our capital but we must have procedures in place should an incident arise in June. The Expressive Arts Trip has operated successfully for over 20 years and staff have a great deal of experience in leading and managing these trips.

Whilst no activity or trip can be guaranteed to be 100% free from risk, as a school we do our utmost to plan successful experiences for students to broaden their horizons and offer opportunities for personal growth and development. In planning any activity/trip we follow strict procedures set out by the local authority and our own school policies. Part of this process is to identify possible risks and seek ways to minimise these. Staff put a great deal of their time and energy into arranging these trips whilst also giving up their time to accompany our students during any residential.

As a school we appreciate that this trip is a significant cost. The school has settled invoices for accommodation, transport and entry fees into theatres, museums and attractions. As with any school trip, no profit is made or held by the school.

Please take a moment to read the systems we have in place to ensure that our trips runs as safely and efficiently as possible.

Our normal procedures for this trip are:-

1. Full risk assessments are completed and checked by our Educational Visits Co-ordinator and the Headteacher.
2. Students are issued with ID cards which include their photo, staff emergency phone numbers, any relevant medical information and the hotel phone numbers.
3. Students are placed in headcount groups which are no larger than 10 and assigned a headcount leader. It is this leader's responsibility to issue any medical supplies and oversee the general wellbeing of their group. This includes ensuring that all students are where they should be at bedtime.
4. The school medical form is completed with details circulated to each of the head count group leaders.
5. Parents are given a detailed itinerary for the weekend. Students are briefed at several stages over the weekend regarding the various activities and what to do if... scenarios.

Additional changes put in place for this years' trip are as follows.

1. The free time which students have previously been given to buy food and to go shopping will be more closely supervised. Teachers will have a bigger presence in a more restricted shopping/eating area. There will be the option for students to stay in headcount groups and have an accompanying teacher if they or parents prefer.
2. We have identified 'Brick Lane Market' as a busy area. Students use their time to browse the stalls in groups. Staff identify and supervise a meeting point and walk around the market to keep a 'watching brief'. If parents wish their son/daughter to remain with staff during this activity, this can be arranged, however, please note that due to supervision of other students, anyone staying with a member of staff may have reduced time and access to areas of the market.

3. Should an event occur and phone lines are down, there will be an agreed place for students to assemble.
4. Each member of staff will provide students with contact details for a mobile phone on which they can be reached in case of emergency.
5. Mr Sloman, Assistant Headteacher, will issue an emergency contact number for parents to use during the trip. He will liaise with members of staff in London.
6. The members of staff accompanying the trip have a great deal of experience as teachers and parents. They will undertake further risk assessments whilst on the trip and make decisions in the best interests of student safety.

We are in contact with the LA and advisory bodies, we will keep parents abreast of any updates/changes based on the information provided by appropriate authorities.

Devon County Council Advice: (6/6/17)

There is no advice not to travel. Generally security is higher in most countries and therefore the public are likely to be safer. Whilst careful consideration should be given to trip itineraries and risk mitigation based on advice from FCO and Evolve, trips should take place.

Please feel free to contact Mrs Phillips via email should you have any queries regarding what should be a fabulous experience for all.

Yours faithfully,



**Mr G Roscoe**  
**Headteacher**

**Katie Phillips**  
**Trip Leader**  
([kphillips@theparkschool.org.uk](mailto:kphillips@theparkschool.org.uk))