



## St Mary's Church of England School

**Infants:**

Amyand Park Road  
Twickenham  
TW1 3HE

T: 0208 892 5840  
F: 0208 744 9027

**Middle:**

Strafford Road  
Twickenham  
TW1 3AD

T: 0208 249 6836  
F: 0208 891 1904

**Juniors:**

Richmond Road  
Twickenham  
TW1 3BA

T: 0208 892 7849  
F: 0208 607 0420

E: [info@st-marys.richmond.sch.uk](mailto:info@st-marys.richmond.sch.uk)

[www.st-marys.richmond.sch.uk](http://www.st-marys.richmond.sch.uk)

### SCHOOL TRIPS – PROTOCOL FOR PARENT/CARER VOLUNTEERS

1. Parents are invited to join trips to support and care for children other than their own.
2. Offers of help are always appreciated, but the final decision on who will accompany the trip will be made by the school.
3. The number of parents/carers who are needed on the trip will be determined by the school.
4. Groupings will be decided by school and each accompanying adult will have a copy of the lists.
5. Unless your child has a specific medical need which you need to attend to you will not be given a group containing your own child.
6. The class teacher will brief you on the experience planned for the class. For Health and Safety reasons parents are expected to follow the direction of the class teacher. They will be given timings, meeting points etc. for the day.
7. Parents must be vigilant when supervising the children in public. The use of mobile phones to take photographs is not allowed as it is against our safeguarding rules. If you need to take a call or text in an emergency please arrange for someone else to supervise your group for that time.
8. Parents should not buy their own children or those in their group gift or extra food or drink as it will disadvantage the rest of the children.
9. Parents may be expected to take their groups to the toilet when required. If anyone is ill during the trip please inform the class teacher or teaching assistant at once and they will take over the supervision of that child.
10. Any behaviour that endangers other children in the group should be reported immediately and dealt with by the class teacher or teaching assistant.

Thank you for your continued support and invaluable assistance.