FHS
Francis Holland Schools

Safety during Educational Visits Policy

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Safety during Educational Visits Policy

This policy applies to:
Francis Holland Regent's Park
Francis Holland Sloane Square
Francis Holland Prep

Where there are differences between the schools these have been clearly highlighted.

Related Policies:
Emergency and Critical Incident Plan
First Aid and Reporting Policy
Safeguarding and Child Protection Policy
EYFS Missing Child Policy
Risk Assessment for Pupil Welfare Policy

1 Introduction

Francis Holland School recognises the importance of school trips for the educational, social and moral development of pupils. We aim to offer a broad and balanced range of exciting and stimulating educational visits to extend, enlighten and enrich the curriculum and the student's learning experience.

Francis Holland Schools are committed to ensuring that the utmost care is taken to protect the health and safety of children and staff involved in visits and activities out of school.

This policy has been drawn up having regard to the OEAP's 'National Guidance' (NG), DfE 'Health and Safety: Advice for Schools' and the LOtC. All staff in charge of and assisting with school visits must be familiar with this document and the policies, guidance and procedures associated with this document. Please note the following abbreviations have been used throughout this document:

- NG or OEAP NG – Outdoor Education Advisors' Panel National Guidance
- DfE – Department for Education
- LOtC – Council for Learning Outside the Classroom
- HSE – Health and Safety Executive
- EVC – Educational Visits Co-ordinator

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Health and safety on educational visits - GOV.UK
- Equality Act 2010
- SEND code of practice: 0 to 25 years - GOV.UK
- Keeping children safe in education 2026: September 2026
- Sections of this policy are also based on the EYFS statutory framework for group and school-based providers 2026

The term 'trip' or 'visit' applies to any circumstance when pupils are off-site for any school activity. For example, this applies to visits to local schools for competitions, a trip that takes place during the school day and any activities organised by the school for pupils to attend at weekends, during the school holidays or during the evening. All require approval and consent.

Sport fixtures, PE lessons and PE trips as part of the weekday activities programme are approved by the Director of Sport.

Any visit that occurs within a defined local area of the school is deemed to be part of our "Extended Learning Area." The Extended Learning Area parameters for each school are detailed in full later. In short, for Regent's Park and Francis Holland Prep School any visit that occurs within a 20-minute walk of the school. For Sloane Square School, any visit that occurs within specific postcode areas surrounding the school is deemed to be part of the Extended Learning Area.

2 General guidelines for all trips

- Approval

  All residential trips must be proposed during the Autumn term of the previous academic year (e.g. autumn 2026 for a trip in the 2027/2028 academic year) so that the Head and EVC have an overview of proposed trips and can consider these collectively for authorisation. Day trips should be proposed as soon as possible and not within one calendar month prior to departure. In exceptional circumstances, the Head and Assistant Head (Operations) (RP), Deputy Head Co-curricular & Operations (SSq), the Head (FHP) working with the EVC, may approve a trip or visit at short notice for activities which suddenly become available such as West End theatre trips or similar.

- Risk Management

  As an employer, FHS has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level - and not to eliminate risks. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring FHS to provide such support, training and resources to its employees as is necessary to implement this policy.

  The risk management of an activity should be informed by the benefits to be gained from participating. FHS promotes a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable". The HSE endorse this approach through their ***"Principles of Sensible Risk Management"*** and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. The DfE also make clear that they support this approach through their guidance here **DfE assessing and managing risk.**

  Therefore, it is a requirement that all trips off-site are covered by a risk assessment. Trip organisers must obtain relevant documents from service providers (e.g. travel companies, activity centres etc.) and think through their own areas of responsibility. The risk assessment should be discussed with all accompanying staff and, ideally, with pupils. Staff must know about the hazards and the control measures. Generic risk assessments are available on the Staff Shared area and within Evolve.

  Refer to NG document: ***"Risk Management"***

- Role-Specific Requirements and Recommendations

  Employer Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found within FHS management structures. These are:

Governing Body (Employers)

Head

EVC

Please refer to individual NG documents headed as above for more detailed role duties.

Employer Guidance sets out clear and detailed responsibilities and functions for the following stakeholders:

1. Member of Board of Governors
2. Headteacher
3. EVC
4. Trip Leader
5. Assistant Trip leader
6. Volunteer Adult Helper
7. Parents

The OEAPNG - guidance by role link includes detailed guidance for each role listed above.

- Role of the EVC

The EVC will approve all planned trips: dates, times, contact details, and girls involved. The EVC is responsible for ensuring that all documentation has been completed, parents have been consulted, a risk assessment made, and finances managed. They will keep on file copies of risk assessments and information about the trip. They can offer advice on planning trips and the necessary documentation.

The EVC will approve all risk assessments before the trip goes ahead. Risk assessments must be submitted to the EVC soon after the trip is authorised. The EVC will check the risk assessment and either approve it or return it for improvement. A trip will not go ahead without an approved risk assessment. In the EVC's absence this will be done by the Trips Co-ordinator.

The completed forms must be submitted to the EVC at least a week in advance of the trip unless specific arrangements have been made by the trip leader. Approved paperwork for residential trips must be available to the EVC and passed to the SLT contacts / Head prior to the departure of residential trips.

The EVC, or Head will authorise the staffing for a trip and ascertain the competence of the trip leader, assistant leaders and accompanying staff.

- Staffing

Staff are responsible for pupils' safety and must supervise them at all times. Where pupils are not under direct supervision, meeting points will be clearly communicated, and all pupils will have access to the trip phone details.

One member of staff is the designated trip leader. S/he is responsible for the planning, financing, safety and risk management and the briefing of those accompanying the trip. S/he is also responsible for overseeing pupil behaviour and discipline in accordance with the appropriate school policy. There should also be an assistant leader / substitute staff member for the trip who is fully informed of all trip matters by the trip leader and will deputise for the trip leader in their absence.

The ratio of adults to pupils on the trip may be achieved by the use of a parent or other adult volunteers with the agreement of the Head, who will not normally agree to more than two parents or other adults. Where a party member (either a parent or staff member) is also a parent of a pupil on the visit, that parent shall not count as a supervising adult for the group as a whole. A staff member cannot be the Trip Leader of a group containing their child.

Any adult who regularly volunteers to accompany a day school trip or accompanies a residential trip will be DBS checked.

Ratios of adults to pupils on school trips.

Pupil to staff ratios for school trips are not prescribed in law. The concept of ratios has evolved, recognising the need for flexibility, individual risk assessment and other factors. Those planning trips at FHST, on the basis of thorough risk assessment, decide appropriate staffing levels taking into account the activity to be undertaken and the age and maturity of the pupils (see below for full list of factors considered).

The Head's discretion to vary pupil to staff ratios from those detailed in the table below, will be based on a thorough risk assessment for the trip carried out with the EVC and the trip leader in the planning stage, to determine an appropriate level of supervision for that particular group and activity.

Decisions about the staffing and supervision therefore have some flexibility, taking account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of participants and their age, level of development and needs (behavioural, medical, emotional and educational);
- Staff experience;
- The consequence of a member of staff being indisposed during the trip.

The Prep School use these guideline ratios when planning their trips. Following the trip risk assessment process, for regular or familiar trips (such as PE/Sport lessons or trips to SSQ and St Luke's Church) lower ratios may be deemed appropriate. Equally, some trips that have greater risks, such as tube travel, may warrant higher ratios.

Day	Yr 7 - UVI	1:20 minimum (preferably 1:15)
	Yr 4-6	1:8
	Yr 1-3	1:6
	EYFS	1:6
Residential (UK)	Yr 10 - UVI	1:15 minimum *
	Yr 7-9	1:12 *
	Yr 4-6	1:8*
Trips Abroad	Yr 7 - UVI	1:10*

*Plus one - For residential trips (UK and abroad), there will always be a minimum of two adults accompanying pupils.

3 Assessment of Trip Leader/Staff Competence

It is an expectation of the FHS Policy that all trip leaders, assistant leaders, and accompanying staff have been assessed as competent to undertake such responsibilities as they have been assigned in line with national guidance.

The trip leader should be an experienced staff member who has accompanied and assistant-led previous trips at FHS. Based on the experience of the accompanying staff, the EVC decides which of four levels (assist, lead day, lead residential, lead residential overseas) the member of staff should operate at in consultation with the trip leader.

To be 'competent' also includes completing First Aid training. Opportunities to complete first aid training are sought throughout the year where whole staff training is not possible. Opportunities to complete paediatric training are a statutory requirement for FHS Prep staff.

Where there are queries regarding the competencies/experience required, the trip leader or EVC will contact the Head or outdoor professionals for advice. All centres and providers used by the school for the provision of adventure activities should hold a current AALS licence. Any provider or centre without such accreditation must be investigated fully and approved by the Head.

Staff competence in first aid, lifesaving etc. may also be needed, depending on the activity. Volunteers will also require induction training prior to a specific visit. Training requirements in these areas should be identified as part of the risk assessment process.

Refer to NG document: ***"Assessment of Competence"***

4 Good Practice Requirements

To be deemed competent, an FHS trip leader, or assistant leader must be able to demonstrate *the ability to operate to the current standards of recognised good practice for that role*.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

Employer Guidance sets a clear standard by which FHS leaders must work. The guidance states:

"*a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:*

- Knowledge and understanding of their employer's guidance supported by establishment-led training.
- Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.
- Knowledge and understanding of the staff, the activity, the group and the venue.
- Appropriate experience
- In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both

newly qualified and newly appointed staff. The school should view the original documents and certificates when verifying leader's qualifications, and not rely on photocopies.

Where a volunteer helper is a parent (or otherwise in a close relationship to of a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the visit leader's plans for group management. The visit leader should directly address this issue as part of the risk-benefit assessment.

Refer to NG document: ***"Good Practice Basics"***

5 Practicalities for School Trips and Visits

- Planning and Preparing for the trip

  Once the trip has been approved, trip leaders should follow the guidance document provided in the staff SharePoint folder. If they are unsure of how to locate or follow trip guidance, they should speak to the EVC. All documents are available on Microsoft Teams and Sharepoint as well as in Evolve; information relating to where key documentation can be found will be communicated in staff meetings.

  An initial trips planning process is available to all teachers. This can be found, on the shared area and in Evolve .

  Planning should reflect the consideration of Legal and good practice requirements, ensuring:

  - The plan is based on FHS procedures and employer guidance.
  - All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
  - Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
  - Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
  - Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
  - All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

  Planning for a Day Trip:

  After the approval for a Day trip has been given, day trip guidance should be followed which will include the booking of tickets & travel, indicative time schedules and other considerations. This guidance has a summary page, followed by a detailed guide.

  Planning for a Residential Trip:

  After the approval for a Residential trip has been given, residential trip guidance (located in the Staff Shared Drive, or Evolve) should be followed which will include the booking of tickets & travel, indicative time schedules and other considerations. This guidance has a summary page, followed by a detailed guide.

  The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given

activity. These variables can be remembered as "**SAGED"** as explained below and should be considered when planning a trip.

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels?
- **D**istance from support mechanisms in place at the home base – transport? residential?

- Preliminary Visit and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC can offer advice on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by FHS staff.

Residentials, visits abroad, exchange visits, adventure activities led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre-visit.

It is good practice for Trip Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing (Adventure Activities Licensing Service)
- Adventuremark
- School travel forum (STF)
- National Governing Body (NGB) centre approval schemes (applicable where the provision is a single, specialist activity).

FHS takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

Refer to: NG document ***"Preliminary Visits and provider Assurances"***

- Emergency Planning and Critical Incident Support

Staff should be able to contact the emergency services, if necessary, at any point on a trip. This includes knowing the emergency services telephone number(s) when abroad, and the location of the nearest hospital. Staff should each have a usable and charged mobile phone. The school office will provide a school mobile phone for use on a trip, including abroad. First aid kits and school mobile phones must be booked by the Trip Leader.

Residential and hazardous trips should prepare a specific emergency plan and procedure as part of their planning of the trip. All staff on the trip should be briefed beforehand on this.

All trips:

Full documentation about the trip should be given to the school office prior to the trip departing. Should an emergency arise, contact should be made as soon as possible with the school office. The trip leader will be provided with a school mobile phone by the school office and all staff should have charged and usable mobile phones. If the mobile phone will be out of range at any known point, alternative contact methods must be available, known to staff and included in the risk assessment.

Evening or residential trips:
Additionally, full documentation about the trip should also be given to the Head or their designated member of SLT. All staff on the trip should have the designated school contact number with them at all times for emergencies out of school hours.

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, FHS is committed to providing emergency planning procedures to support establishments in the event of a critical incident. All FHS trip leaders are aware of the need to inform the Head or EVC of any communication with the emergency services. Information should be passed on immediately before or after speaking with the emergency services. "Critical Incident Cards" [Regent's Park]and the Emergency on EVC Procedure [Sloane Square and Prep School] enable Trip Leaders to comply with emergency procedures and make contact with the relevant member of staff.

Refer to NG document: ***"Critical Incident Management for Visits"*** *and the* ***FHS Emergency and Critical Incident Plan***

- SLT Contacts for Residential Trips

  All residential trips have two nominated SLT base contacts who have trip details and are always 'on call.'

- Medical Considerations

  Medical details, including details regarding allergies, for students and staff taking part in trips are collected by the trip leader either through a specific medical consent form for residential trips, or by reference to iSAMS, CPOMS or Evolve which serve as the school database for day visits. Any specific student medical issues are to be included in the trip risk management planning and should be discussed with the Medical Team and Heads of Year.

  Medicines shall be handed in prior to the trip to a designated staff member to control and monitor the use of said medicines.

- Safeguarding Considerations

  Pastoral details for students and staff taking part in trips are collected by the trip leader through discussion with the Pastoral and Safeguarding team and by reference to CPOMS. Any specific issues are to be included in the trip risk management. Details to be conveyed to staff on a need-to-know basis and otherwise kept confidential.

  A DSL (or DDSL) will always be contacted and included in any conversations about any safeguarding matters that occur on the trip.

- First Aid

  It is strongly advised that one person on the trip has basic first aid knowledge. An appropriate first aid kit must be taken on all trips. Staff have discussed the trip with the medical team and collect first aid kits and other medication required.

  Usually, a hazardous trip should be organised through an external provider which will provide qualified first aiders. If this is not the case advice must be sought from the EVC, and the trip might not be able to go ahead.

- Cars On Trips

  Members of staff occasionally drive their own cars to trips. Staff must check that they have the relevant insurance before putting themselves in such a situation. Insurance documentation should be submitted to the EVC. Note that many policies only cover commuting to work, and policies do not cover injury to pupils being driven by staff if the policy doesn't cover using the car for work.

  Permission: Staff need to have the Head's permission in writing before driving pupils in their cars.

  Sixth Formers with driving licences are forbidden from driving other pupils in their cars without the written consent of their own and their passengers' parents. They also need to obtain written permission from the Head having submitted their insurance policy so it can be checked.

- Pupil Dress Code and Equipment

  In some situations, school uniform is not compulsory. What the girls wear depends on the nature of the visit. Trip Leaders should make clear in parents' letters exactly what the dress code is. Reminders about sensible footwear, equipment, kit, sunhats, sunscreen, waterproofs (as applicable) and pocket money should also be given. Valuables such as mobile phones and other devices are taken on trips entirely at the owner's risk and pupils and parents should be made aware of this. Pupils should generally be responsible for their own passports, but with younger girls, staff will need to hold these in a safe place.

- Itinerary

  All residential trips and day trips must have an itinerary. This is not just the details of travel arrangements but also a timed daily schedule of activities and groups involved, even if the schedule has to be changed in situ, as part of a dynamic risk assessment. The school should know, as accurately as possible, where pupils are at all times.

- Trip Documentation

  All trip documentation can be found on the Staff shared area and within the online platform EVOLVE.

6 Parental Consent

A pupil may attend all day trips that are under £30 without written consent as this has already been agreed via the parent contract and the whole school trips consent form. A pupil will not be allowed to accompany a day trip over £30 unless parental consent has been obtained.

Pupils over the age of 18 may themselves consent to a visit which incurs no charge and complete their own personal details on the consent form, but consent will be obtained (as above) from parents if payment is required.

A pupil will not be allowed to accompany a residential school trip unless the consent form has been signed by her parent/guardian in advance of the trip. It is the responsibility of parents to update the school with any changes relating to medical information and contact details. This form also gives permission for emergency medical treatment if the parents/guardian cannot be contacted.

For all trips, a covering letter must be sent to parents informing them of the itinerary for the trip and any hazardous or unusual activities that may be included on the trip. If there is a hazardous element to the visit, this information must be made aware to the parents and separate consent given regardless of the price of the trip e.g. white-water rafting.

Telephone calls are not accepted; only a written form of consent constitutes legal parental consent for a trip. In exceptional circumstances, parental consent will be accepted via telephone, but such conversations must be followed up by an email to the Office.

7 Insurance

The school's policy covers staff and pupils on day and residential trips although certain activities may be excluded e.g. rock climbing, jet skiing. It is the responsibility of the Trip Leader to accurately outline all activities in their itinerary so that the EVC can identify any higher risk activities which might not be insured under the standard trips' insurance.

It is the responsibility of each Trip Leader to check medical and mental fitness of all participants, and to ensure that all the activities involved are fully covered. The Bursary can assist Trip Leaders for certain activities if they are not covered by the school insurance.

8 Financing of Trips and Visits

Day trips under £30 are charged to girls' end-of-term bills. The Bursary or EVC can pay for tickets and transport in advance. This should be requested on the Bursary form. Any additional expenses incurred during a trip are reimbursed afterwards although Caxton cards are available for Trip Leaders to take with them where there is a surplus built into the trip budget.

Currently, payment for residential trips is processed through Evolve Pay, the school's online payment platform, at Regents Park and Sloane Square and the Prep School. Payment for FHP trips are charged to girls' end of term bills.

9 The 'Extended Learning Area'

Visits / activities within the "Extended Learning Area" that are part of the normal curriculum and take place during the normal school day, follow the Operating Procedure below.

These visits/activities:

- Must be recorded on Evolve under the Local Area module.
- Do not require parental consent.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure as stated below).

At all schools, if you travel by public transport to get to the activity/visit, the level of risk is considered higher therefore the extended learning area does not apply.

Boundaries at the Schools

At F**rancis Holland School Regent's Park,** our Extended Learning Area is designated as Regent's Park and any location within a 20-minute walk of the school building:

- "No-Go" Areas within the boundaries:
    - The pond / lakes in Regent's Park

At **Francis Holland School Sloane Square**, our Extended Learning Area is designated as Battersea Park and any location within the following walkable postcode areas surrounding the school site:

- SW1W - Victoria (including Chelsea Barracks to The Queen's Gallery, but not Westminster Cathedral)
- SW1X - Belgravia
- SW1V - Pimlico (not including Tate Britain)
- SW3 - Chelsea (including Saatchi Gallery and King's Road)

- "No-Go" Areas:
    - North of Vauxhall Bridge Road into Westminster postcodes. Trips to this area will require a separate risk assessment.

Operating Procedure for Extended Learning Area

At **Francis Holland Prep School**, our Extended Learning Area is designated as any location within a 20-minute walk of the school building:

- The following are potentially significant issues/hazards within our Extended Learning Area:
    - Road Traffic
    - Other people / members of the public / animals
    - Losing a student
    - Uneven surfaces and slips, trips and falls
    - Weather conditions

    These are managed by a combination of the following:

    - The Assistant Head (Operations RP), EVC and Deputy Head Academic (FHP), Director of Operations (SSQ) or member of SLT must give verbal approval before a group leaves.
    - Only staff judged competent to supervise groups in this environment are approved.
    - The concept and operating procedure of the "Extended Learning Area" is explained within the Safety during Educational trips policy.
    - The activity will adhere to the normal school trip ratios. Staff are familiar with the area, including any "no-go" areas, and have practised appropriate group management techniques.
    - Pupils have been trained and have practised standard techniques for road crossings in a group.
    - Where appropriate, pupils are fully briefed on what to do if they become separated from the group ie: return to school, wait where they are, go to X and ask for help etc.
    - All remotely supervised work in the School Learning Area is done in groups of three as a minimum.

- Pupil's clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff have discussed the visit with the Medical team and collected first aid kits and other medication required.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg: gloves).

10 Review

Policy author/s	RP: Assistant Head Operations & Co-Curricular SSq: Director of Operations / EVC Prep: Deputy Head
This review	SLTs: Autumn 2026
Approved by	Education Committee, Autumn 2026;
Date of publication	9th November 2026
Next review	Autumn 2027

The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.
Registered charity number: 312745
Registered office: Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA

Appendix 1: List of Appendices relevant to each School

Appendices relevant to each school are held locally on SharePoint

Appendix 1
Emergency during an Educational Visit
This appendix applies to Francis Holland Sloane Square

Appendix 2
Emergency during an Educational Visit
This appendix applies to Francis Holland Prep School

Appendix 3
Emergency during an Educational Visit
This appendix applies to Francis Holland Regent's Park

Appendix 4
Extended learning area form
This appendix applies to Francis Holland Sloane Square

Appendix 5
Educational Visits Process
This appendix applies to Francis Holland Sloane Square

Appendix 6
Educational Visits Process
This appendix applies to Francis Holland Prep School

Appendix 7
Trip Procedure – Day Trips
This appendix applies to Francis Holland Regent's Park

Appendix 8
Trip Procedure – UK Residential Trips
This appendix applies to Francis Holland Regent's Park

Appendix 9
Trip Procedure – Overseas Residential Trips
This appendix applies to Francis Holland Regent's Park