



DIOCESE OF ARUNDEL AND BRIGHTON  
WEST SUSSEX COUNTY COUNCIL  
**ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL**



'A Learning Community in Christ'



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[www.englishmartyrs.w-sussex.sch.uk](http://www.englishmartyrs.w-sussex.sch.uk)

**Headteacher: Mrs Susan Harrison NPQH MA B Ed (Hons)**

6<sup>th</sup> January 2016



Dear Parents/Carers,

We are writing to give you further information on the Museum Trips taking place on Wednesday 20<sup>th</sup> January, for each year group. The teachers spent part of their training day on Monday assessing the security and suitability of each venue, and we're now putting together the final risk assessments and practical arrangements.

We would like to know definite numbers by this Friday 8<sup>th</sup> January, so that we know what provision needs to be made for any pupils who need to stay behind. We already have the majority of permission slips, however if you have not already done so we ask **that the attached slip is returned to school by Friday morning**. If you do not wish your child to attend, we will of course respect your wishes and provision will be made for them in school during normal school hours. We do, however, encourage you to come to have a chat with Mr McGinley about any concerns you may have, as we may well be able to address these or put something more specific in place to put your mind at rest.

We have attached the general risk assessments for the trips as a few parents have requested to see these. There is a further risk assessment form for each class, with more specific information, however as these also contain confidential details we are not able to share them at this time. Below are a few 'headlines' to give you a picture of the measures in place to keep your child safe during this wonderful learning experience:

- All children will be within sight of their class teacher or TA at all times (if toileting they will be within hearing range of a staff member, and with a pupil buddy);
- Children will be staying together in large groups, in double file, flanked by members of staff and adult volunteers. This includes moving through the museums and getting on and off coaches;
- Class teachers will have responsibility for whole class groups, while other adults have smaller groups allocated to them for a closer level of direct supervision only. All adults attending will be thoroughly pre-briefed on the risk assessment information and other protocols, and will never be alone with children;
- Coaches are bringing the children door to door – there is no public transport.

- Each venue has high levels of security – as was very evident during the teachers’ visit. There are bag searches on entry to each museum, and a large staff presence throughout but at the entrances/exits in particular;
- Very high adult to child ratio (see risk assessment) and a carefully planned itinerary to keep the children engaged and clear on what they should be doing each minute of the trip;
- During school days the museums are not overly busy – even though it was still an INSET day for a lot of schools during our pre-visit, crowding was not a risk at any museum, and we have been informed that Wednesdays tend to be a quieter day;
- Each museum, as befitting such well-established and world-famous venues, have detailed operational procedures in place to ensure safety and security (see attached information from the museum’s themselves).

There is, of course, much more information on the attached forms. We hope this has proved reassuring to any parent who had concerns, however if you still have a query please do not hesitate to get in touch with Mr McGinley who would be happy to talk anything through with you.

We are drawing up plans to make the day itself – in terms of dropping off and collecting at English Martyrs – as smooth as possible for children, parents, volunteers and staff, and will be communicating these arrangements with you as soon as we have numbers confirmed. Rest assured we have a few tricks up our sleeves to make this almost-military operation run as smooth as clockwork! There will be another reminder letter for practical details, such as what your child needs to bring, nearer the time also.

If you have kindly volunteered your time to make this incredible opportunity possible, we are delighted to confirm that you are indeed welcome to attend, and a class teacher (it will be the class of one of your children!) will be approaching you this week to let you know who you are going with. Detailed information about the trip, protocols and risk assessments will be provided for you next week and talked through with you.

We’re very much looking forward to what will undoubtedly be a superbly exciting and inspiring day. Although we have, of course, put on many trips like this before, the fact that we are all going simultaneously will make it a little extra special and memorable for the children.

Happy New Year to you and your families!

Yours Faithfully,

Steve McGinley  
Assistant Headteacher

**Whole School Trip to London Museums 20<sup>th</sup> January 2016**



I give permission for my child \_\_\_\_\_ to travel by coach to the London museums on Wednesday, 20<sup>th</sup> January 2016.

I will not hold the teacher in charge responsible for any injury, loss or damage related to my child unless due to direct professional negligence.

My child gets travel sick

I am able to volunteer to help on the day

Signed \_\_\_\_\_ (Parent/Carer)