



St Edmund's College Summer School: Excursions

1. Introduction

Excursions are an integral and central part of our Summer School experience. Our morning English Language Lessons are thematically based on the Wednesday excursion venues, and most weekday afternoons and evenings some of our children will go to local venues such as go-karting and ice-skating. There are many benefits to spending so much time in different venues across the south of England, and we have well-established procedures in place to ensure that the trips are memorable, educational and safe.

2. Types of excursion

- **Calendar Excursions** are the full-day excursions on Wednesdays and Saturdays that all children attend. Some are explicitly educational, and include trips to museums and stately homes. Others are sight-seeing based, and typically include trips to local tourist attractions and shopping centres. During each 3-week course, a theatre trip is included as part of the calendar excursion programme.
- **Overnight Excursions** are 2-night stays in cities in other parts of the country such as Bath and York; these are part of the Calendar Excursion programme for the 16+ age group.
- **Local Excursions** are part of the activities programme, and involve trips to local cinemas, ice-rinks, go-karting tracks, bowling allies, etc... These are attended by smaller groups, and children are given the opportunity to sign up for them a day or two in advance.
- The **Middle Weekend Excursion** is only for students staying for longer than 3 weeks, and is an overnight trip to a local adventure sports area. This takes place while the students from the first course are going home and those from the second course are arriving.
- **Optional Extra Excursions** take place on Sundays, and involve going to sites and events of cultural interest such as athletics, the opera and sporting events. These are pre-booked in advance and require extra payment.

3. Logistics

- **Transport** is provided by our College coach company, Golden Boy, and with our own minibuses. All of our vehicles are air-conditioned and comfortable, and our drivers are fully trained and background-checked. Some coaches also have Wi-Fi, toilets and televisions.
- **Food and Drink** is usually provided on a packed-lunch basis. Children are given packed meals including sandwiches, fruit, juice and water. On some occasions there are opportunities for children to buy extra food and drink while on excursions.
- **Planning and Preparation:** All of our trips are planned months in advance by our Educational Visits Coordinator, Miss Jodie. She visits the locations, makes the itineraries, manages the bookings, briefs the staff and ensures that the trips all run smoothly. The EVC is certified to manage off-site safety by the Royal Geographic Society.
- **Staffing** is determined by the needs of each excursion, but the ratio of adults to children is always at least 1:14. Each trip has a Group Leader who is responsible for the overall execution of the visit. Children usually stay in their English classes with their teachers while on educational excursions.

4. Safety

Children's safety is the most important aspect of any excursion. All staff read and sign Risk Assessments which outline all major potential dangers on trips and steps that should be taken to mitigate them. We ensure that all of the excursion venues that we visit have adequate safety measures and relevant safety licenses, and staff are briefed ahead of time of potential hazards such as road crossings.

The children all wear lanyards with ID cards with College's address and the telephone number of the Director (+44 78 999 01 999). The Group Leaders have work telephones with the personal phone numbers of the children stored, so that they are able to contact the children in case of emergencies.

Last Updated by Lee Hawkes, February 2019