



Wyggeston &
Queen Elizabeth I
College

Visits and Activities out of College

Guidance for students

August 2022

The safety of our students and staff is paramount. Any activities which are planned will be conducted in line with relevant guidance and regulations in place at the time of the visit or activity. All visits or activities will be fully risk assessed. Detailed information that you will need to be aware of will be provided by the trip organiser.

You do not need to ask your PPM to authorise your absence from College - staff organising the visit will ensure you will not be recorded as absent.

You should excuse yourself from each lesson that will be missed, obtaining work beforehand where possible. You must ensure that you catch up on any work missed as soon as possible.

Please ensure that the College is aware of any new or pre-existing medical conditions prior to your trip.

The trip organiser will tell you the expected time of arrival back at College or, for example, at the railway station. You should tell your parents/carers when you can be expected to return and make appropriate arrangements for the journey home, particularly if the return is likely to be late in the evening. Make sure that you have a phone number through which you can contact parents/carers, relatives or friends, so that no one is unduly worried if the return is delayed.

During the visit

We expect you to observe the same standards of behaviour as are required at College. In particular, please note that smoking and drinking alcohol are not permitted. We would ask you to consider the needs of others, including members of the general public who may be at the same venue. It is sometimes more difficult to move about in a large group and it is easy to be distracted from listening to instructions or watching carefully for traffic. Be alert to the safety of yourself and others. The following points are largely common sense but do take note of them.

Visits outside College are arranged for educational purposes - they provide a broadening of experience, an insight into the world beyond education and are sometimes an essential component in the assessment of a course. The College hopes that students find them useful, interesting and enjoyable. These notes are intended to provide general guidance for such visits - more detailed information will be provided by the trip organiser for each visit.

Before you go

Some visits will be covered by the signed consent form you are asked to return in August. Such visits will take place during College hours, will be local visits, and the College will not be organising transport. You will be required to make your own way to and from the venue.

For all other visits and regular activities such as sports matches, separate information will be provided by the activity organiser and parents/carers will need to sign a separate consent form. You should be aware that without the relevant signed consent form from your parents/carers, you will not be able to participate in the trip or activity.

For any activity involving payment, you will be given dates by which any deposit and the full cost of the visit have to be paid. Failing to do this by the deadlines or failing to return an additional consent form (where required), will normally mean that you cannot participate. Students who are in receipt of support through the Bursary Fund and who would be prevented from participating for financial reasons can apply for support from the College via Student Services.

Please ensure you also follow all current government guidance in relation to infectious diseases, including Covid-19. Other matters to take into consideration include:

- Make sure that you know the place and time of departure for buses or trains. Allow for delays in getting from one place to another – always aim to arrive early!
- Pay careful attention to traffic and to instructions from the group leaders when crossing roads - use designated pavements/walkways/crossing points.

- Remain vigilant and aware of any slip/trip/fall hazards. Be particularly careful when alighting from buses or near road works. Look out for warning signs of any sort.
- Wear suitable footwear and clothing.
- Make sure that you take all the details of the visit with you. The group leader will have a mobile phone – the number will be given to you
- Listen carefully to any additional information that is given verbally during the trip.
- Make sure that you do not become detached from your group.
- If you have the opportunity for free time during your visit, always stay in small groups and ensure that you are at the agreed meeting point at the agreed time.
- You are responsible for your own belongings. To minimise the risk of theft, don't wear expensive jewellery or carry more money than is necessary. Keep any valuables out of sight.
- Do not wear headphones when walking for safety reasons and to ensure any safety advice given is heard.
- Ensure that you are carrying any essential medication.