

Friday 22nd May 2026

Dear Parents/ Carers,

### **RE: School Trip Safety and Staffing Ratios**

As we look forward to an exciting summer term of school trips, we want to share some important information with you regarding how we plan and manage these outings to ensure the absolute safety and well-being of your children.

School trips are a fantastic way to enhance our curriculum, but our top priority is always to maintain a secure and controlled environment while outside the school grounds. To achieve this, we adhere to strict supervisory ratios based on the age of the children.

Our standard staffing ratios for all off-site visits are as follows:

- **EYFS (Nursery & Reception):** 1 adult for every 6 children (1:6)
- **Key Stage 1 & Key Stage 2 (Years 1 to 6):** 1 adult for every 10 children (1:10)

**Our Safety Commitment:** Please note that these are our baseline ratios. As a school, we will always aim to **overstaff** our trips wherever possible. Providing extra adult supervision allows us to manage logistics smoothly and respond effectively to any unexpected situations.

To help us achieve these enhanced staffing levels, we frequently invite parents and carers to join us as volunteers.

If volunteer numbers are needed for an upcoming trip, **class teachers will reach out directly** to parents to ask for assistance. We deeply appreciate the time and support our parent volunteers give, as these memorable experiences simply could not happen without you.

If you have any questions regarding our trip safety protocols, please do not hesitate to contact the school office. Thank you for your continued support in keeping our school community safe and thriving.

Yours faithfully,



Tahreena Ward  
**Principal**

