



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning.
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To give generous service to others

Health and Safety Policies

Ski Trip Policy

AIMS:

To enable pupils to experience a blend of exhilaration and enjoyment in learning the skills of a new physical activity in an unfamiliar environment.

ORGANISER:

Head of P.E.

APPROVAL:

The Headteacher

ORGANISATION & PLANNING

- Trip will take place every alternate year in March / April.
- Organiser will select tour company, country, resort and mode of transport.
- Costings to include travel, hotel, full board, insurance, ski hire, lift pass, ski lessons, entertainment, training, extra staff training.
- Notification to parents 15 months prior to departure.
- Payment Initial Deposits - November - December.
Monthly payment - January - December
- Record of payment kept in a book by organiser and record card kept by pupil.
- Open to pupils 11+ on date of departure and others at the discretion of staff.
- Staff ratio 1: 8 pupils.

TRAINING -

Staff:

- Some accompanying staff have SCOI certificates.

Staff to attend dry ski courses at level of ability where necessary.

Where possible the Party Leaders should attend pre-visit inspection of the resort

Children:

- All beginners to be taken to dry ski slope for 1.5hr introductory lesson.
- All children encouraged to follow fitness programme.

INFORMATION:

- Initial letter to parents 15 months before departure.
- Pre ski evening (Autumn) before departure.
- Handbook issued at pre ski evening giving relevant information and general requirements.
- Newsletter reminders: January - February before departure for European Health card, Passports, Currency.
- All Passports, Currency, Consent Form, European Health card to be handed to party leader two weeks prior to departure.
- In school meeting 1 week before departure to reinforce necessary clothing, personal items, behaviour etc.

FINAL ARRANGEMENTS:

- Establish delay policy. If party is flying, parents to check arrivals on the internet. Add 2½ hours to projected arrival time at the school.
- Arrival / return to school.
- Flight / coach times
- Notify parents of the above.
- Handout luggage labels.
- Arrange room allocation.

[https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Ski Trip Policy - RC 3-18.doc](https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Ski%20Trip%20Policy%20-%20RC%203-18.doc) / page 1 of 9 pages / 8-Mar-18

STAFF TRAINING:

- **Staff attending should be competent skiers**

**Qualifications are not necessary any longer as pupils are only allowed on slopes with a ski trainer from the resort. However, it is good to have experienced staff.
Staff usually make a reconnaissance trip to new resorts.**

EMERGENCY CONTACT

- A senior member of staff must be on call for trips outside school hours
- A list of staff and pupils, telephone numbers and addresses must be held by the senior staff on call and the trip organiser
- Trip organiser must have indemnity forms with them and a sheet of photographs of pupils included in visit, together with pupils home telephone numbers
- A senior member of staff should be on call and prepared to join a trip in the event of a major problem. This person must have an up-to-date passport.

Pupils and their parents are issued with a booklet of guidelines and advice for the ski trip.
Pupils must co-operate with Staff at all times and behave well.

Please see:

Appendix 1 Travel.

Pupils must co-operate with Staff directions about coach/ sea /air travel.

Appendix 2 At the resort and when ski-ing.

Code of Conduct for pupils.

Monitoring and Review:

Prepared 1997: Last review October 2011: Next scheduled review October 2013,
Reviewed January 2014 (RW VA)
Reviewed February 2015 (RW)
Reviewed March 2016 (RW)
Reviewed March 2018 (RC)
Next scheduled review March 19.

SKI WEEK DIRECTIVES:

APPENDIX 1

TRAVEL:

General:

- Good behaviour
- No glass bottles, no chewing gum.
- iPods & Cameras may be taken, but are each child's responsibility.
- Pupils may take a limited amount of pocket money.
- Permissible, tax free goods may only be purchased when accompanied by parent letter.

Mode of Transport

Either:

1. Air

a) At the Airport:

- The party must remain together until reaching the Departure Lounge.
- Passports, Boarding Passes & Foreign Currency will be held by the Group Leader(s).

b) Departure Lounge:

- A meeting point & times of assembly will be established by the group leader.
- Pupils in groups of at least 3 at all times.
- Cloakroom facilities to be used before boarding the plane.
- Any purchase from the Tax Free shops requires an adult & boarding pass (No alcohol or tobacco).
- Prior to boarding, each group must assemble with their allocated leader.

c) During Flight:

- No cameras, Walkmans or mobile phones can be used.
- Children must remain in their seats quietly and obey all aircraft regulations.

d) On Arrival:

- The party must remain together with the group leader until all the luggage has been collected & the coach boarded.

2. Coach Travel

a) Loading

- All suitcases, skis, boots will be loaded into the coach holds and will remain there until arrival at resort / school.
- Each member of the party will be allocated a seat
- Seat belts must be worn

b) Requirements for the journey

Hand luggage must be in one bag on the coach

Hand luggage should include:

- Small sponge bag:-
 - Toothbrush & paste
 - Sanitary wear
 - Hand towel
 - Toilet paper / tissues
 - Hair brush
- Food for the journey:-
 - 3 small separate disposable bags. No glass bottles and cans. No gum
 - Plenty of bottled water to avoid dehydration
- Small pillow and sleeping bag
- The toilet on the bus will not necessarily be used except in emergencies.
- Money - small amount of English and foreign currency (Euros) may be required for refreshments during stops
- Travel sickness tablets and inhalers should be carried in hand luggage.

c) Coach Cleanliness

- All rubbish must be put in the carrier bags provided by Staff. These will be collected regularly and packed into large bin bags. Nothing must be dropped on the floor.
- Sick bags will be carried by the Staff with the First Aid Kit.

d) Entertainment

- **DVDs:** Favourite DVDS may be taken to play but rating must not exceed PG.
- **Mobile Phones:** May be taken however no posting on social media

[https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Ski Trip Policy - RC 3-18.doc](https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Ski%20Trip%20Policy%20-%20RC%203-18.doc) / page 3 of 9 pages / 8-Mar-18

- **I Pods. Tablets & Cameras:** See general travelling information.
- **No photographs** to be taken while travelling
- **Cards / Travel games:** A good idea to wile away the hours!

e) Sleep

When travelling overnight the lights will go out and pupils must try to rest silently and sleep. Consideration must be given to all travelling on the coach.

f) Travel Breaks

The coach will make regular stops. Before pupils and parents leave the bus Staff will:

- Establish a meeting point
- Announce the time to meet.
- Pupils must stay in groups of at least four
- Pupils must use the toilet facilities
- Refreshments may be bought at these stops but they **are** expensive.

Crossing the Channel

ON BOAT

- Pupils to stay together with Staff until a base is established.
- At base children are instructed in emergency procedures.
- Regrouping times are established
- Children may then disperse in groups of no less than 4 to visit shop, cafeterias, video room.
- Children must not go on deck without a member of Staff.
- Children must not purchase off duty tobacco or alcohol.
- Other goods may be purchased
- Pupils may, if they choose, purchase snacks / meals on board ship or packed meals may be eaten at base
- On regrouping, no child may then leave area
- Pupils will be escorted back to the coach.

ON SHUTTLE

- Everyone must adhere to shuttle regulations as announced
- Pupils / Staff / Parents should remain seated on the bus.

ON ARRIVAL AT HOTEL:

- All pupils must remain seated while the party leader liaises with hotel staff and drivers unload luggage.
- When party leader returns, pupils collect luggage, including personal luggage from the bus and gather in room groups.
- Each room group will be directed to their bedroom.
- Pupils must not move off until instructed by party leader or allocated staff.
- Fire regulations explained on arrival. Fire practice is performed on the first day.

Appendix 2 At the resort and when skiing.

IN HOTEL

- Telephones are not to be used from rooms
- Only suitable videos may be hired if available
- Respect property and other residents.
- Read the notice board regularly & be aware of allocated groups, meals times, activities, shopping times & banking.
- Signing the In & Out Book - each member of the party must sign the book on departure & return to the hotel.
- No child is allowed into the town on their own (groups of 4 or more).
- A member of staff to be at the predetermined assembly point.
- All laws & customs of the country must be followed including trying local dishes.
- Groups to remain together during evening activities, no child allowed to leave the hotel after supper unless accompanied by a member of staff.
- Any problems, sickness, to be reported to duty staff or party leader. A member of staff will remain with, and be responsible for, any unwell child.
- Sleep is essential. Tired children have accidents.

SKIING:

- On piste obey the Ski Code.
- During the ski lessons all pupils must obey the ski instructor.
- If separated from a group wait at the side of the piste **until collected**.
- No member of the party must ski off piste.
- Be aware of exhaustion because of the high altitude & the energy expended skiing.
- All skiers must leave the slope by 4 pm, or as soon as lesson has finished.
- Injury - during the lessons, rely upon the ski instructor who will then contact the party leader.
- Severe injuries will be notified to the parents as soon as possible by Sr Francis / Sr Thomas
More.

RETURN TO SCHOOL

- All previous travel rules must be adhered to.
- Pupils remain seated on the coach until the luggage is unloaded at school.
- Parents collect pupils from the front of the School.

SKI CODE

On the piste

- ◆ Never ski alone or when tired
- ◆ Learn to stop – do not sit down or ski into soft snow
- ◆ When you stop keep to side of piste
- ◆ Look before starting off
- ◆ Obey signs e.g. FERME
- ◆ Slow skiers have right of way
- ◆ Always dress for poor weather conditions
- ◆ Do not ski through lessons
- ◆ If you fall – sit back and to one side
- ◆ Do not ski across ski tow except at marked crossings
- ◆ Do not stop on a bend or narrow spot
- ◆ Ski within your ability
- ◆ Do not do anything unpredictable
- ◆ You are responsible if your ski injures someone – SKIS CAN KILL – make sure you have ski stoppers

On the lifts

- ◆ Keep skis in tram lines when on ski tow
- ◆ If you fall get out of the way quickly
- ◆ Do not swing from side to side on chair lift
- ◆ Do not weave from side to side
- ◆ Leaving lift move away to avoid congestion
- ◆ Slow skiers have right of way

Off piste

- ◆ Remove snow from bindings – it might freeze
- ◆ Carry skis correctly – over shoulder, points forward and down – do not forget the length of ski behind you!
- ◆ Take care of ski equipment, it is expensive to replace
- ◆ Ski boots must not be worn in the hotel

Sacred Heart School, Swaffham

Code of Conduct for pupils

Our aim is for this visit to be enjoyable and safe for all. In order to achieve this everyone will have to agree to abide by this code, even if by law some of the following are permissible in the country being visited:-

- Have respect for each other, enjoy yourselves, but please be polite and friendly, both to each other and to people you come into contact with.
- Have regard for the privacy of others, both within the party and other guests in the hotel.
- It is really important to keep reasonable hours. Safety on mountains is imperative, which means a good night's sleep and sensible eating. Many guests go to bed early and so we will be quiet from 10.30 pm onwards.
- Make sure to sign in and out whenever you leave the hotel so that we know that everyone has returned safely.
- When you visit the town between 3.30pm and the evening meal, for your own safety, stay in groups of at least four, so that two can find help if necessary. (You don't have to go into town each day unless you wish.) Evening entertainment is provided in the hotel.
- It is important to attend your ski lessons and be punctual every day, unless you are injured, in which case you will be in the care of a member of staff.
- When you are skiing you are in the care of the instructor. Please be courteous and remember that there may be some misunderstandings due to language differences. Try to help make your lessons a pleasant experience for all.
- It is important to attend all meals, unless you are unwell and have been put in bed to rest by a member of staff.
- The hotel is well equipped with pleasant lounge areas. Please take care not to cause any damage.
- You will, of course, not smoke or drink alcohol or behave in any way that could cause embarrassment to you, your family or the school.
- Staff cannot accept responsibility for any valuable items such as iPods and cameras, these are your responsibility.
- **Mobiles:** These are taken at your own risk (see final arrangements letter)

Sacred Heart School

Mobile telephone agreement with pupils

I, _____ agree to abide by the terms as set down above. I accept that if I behave inappropriately, I will be grounded in the hotel with a member of staff and my parents will be contacted by the school. If my behaviour is extreme, my parents will be asked to arrange my return home as agreed on the confidential health form.

Signed:

DATE:

I will / will not be taking my mobile.

Mobile phone number:

Description of phone including model, colour, distinguishing marks.

SACRED HEART SCHOOL

CONFIDENTIAL INFORMATION		
VISIT BY:	FROM	<i>TO</i>
TO:		

This form should be filled in, signed and returned to the Party Leader as soon as possible.

Name of Child:		Date of Birth
Home Address:	Home Phone No	
	Business Phone No.	
	Mobile Phone No.	
Post Code:	Emergency Contact No.	

Name of own Doctor:	National Health No
Address	Tel No

Has she been in contact with any infectious diseases within the last month?	YES / NO
If YES please give details:	
Is she allergic to anything or suffer from a phobia? <i>[i.e. aspirin, anti-biotics, any particular food or drugs, plasters, the dark, lifts]</i>	YES / NO
If YES please give details	
Special Dietary requirements	

Please turnover & complete the otherside of this form.....

Is she receiving any medical treatment / taking any regular medication at present?	YES / NO
If YES please give details:	
Does your child have an in date immunisation against: <i>(Please tick box if in date)</i>	
Polio <input type="checkbox"/>	Tetanus <input type="checkbox"/>
Does she suffer from: Asthma Chest complaint, Hay Fever, Migraine, Fits or faints Travel Sickness, Diabetes, Coeliac Disease, Bedwetting, Severe Period Pains or any other illness or disability?	YES / NO
If YES please give details:	
<p>Medication: All medication, including travel sickness***), must be handed to the Group Leader, clearly marked with name and instructions for use, except for inhalers which may be retained. (A named, spare inhaler must be handed to the Group Leader).</p> <p>Some medication will be available, at the discretion of the Group Leader for pain alleviation, if required. Please state any medication that your child may not be given</p>	
Paracetamol	YES / NO

*****If your child suffers from travel sickness we would advise the purchase of Travel Sickness wristbands, rather than travel tablets**

<p>IMPORTANT – Please note Behaviour is expected to be exemplary!</p> <p>MISBEHAVIOUR: In the event of serious misbehaviour by a pupil(s), the party may be asked to leave the accommodation by the Tour Company. Please stress to your child the need for good behaviour. If misbehaviour is deemed very serious parents will be asked to arrange for the child to return home.</p> <p>I have read and understand the above:</p> <p>Signed (Parent) Dated</p>

<p>EMERGENCY PERMISSION</p> <p>I hereby authorise accompanying staff to give permission to the Doctor in Charge to undertake whatever treatment is considered necessary for my daughter:</p> <p>Signed (Parent) Dated</p>

<p>DECLARATION</p> <ul style="list-style-type: none"> • I have read the information provided about the proposed educational visit • I consent to my child taking part in the visit and, having read the information, declare my child to be in good health and physically able to participate in all the activities • I have noted when pupils are to be returned and I understand that I am responsible for my child getting home safely from school • I have completed the medical details above • I will ensure that any change in the circumstances which will affect my child's participation in the visit will be notified to the School prior to the visit <p>Signed (Parent / Guardian) Dated</p>
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