**SCHOOL WALK – FRIDAY 21 July 2023**

# INSTRUCTIONS FOR STAFF

Staff should communicate with those on their marshalling point or checkpoint to ensure all staff can get to the required point. Staff may wish to consider taking chairs and enough water / food for the day.

### Before You Leave School

If your name is highlighted in bold print on the school walk staffing list, you will be in charge of that **marshalling point** or **checkpoint**. If you are in charge of a **marshalling or check point**, you should collect a **folder and a School mobile phone** from Danielle Stephens in the Hall. Your folder will contain a walk card, a bag for litter, a first aid kit and an A3 map of the route and photos of your marshalling or checkpoint.

If you are in charge of a **checkpoint**, your folder will also contain a grid of numbers of all the children taking part in the walk and a black felt pen. Only one grid will be issued for each checkpoint so as to keep an accurate record of those who pass through it. **Do not leave school without this grid of numbers**. It will be distributed to those in charge of **checkpoints** around 9.30am. All staff must also collect a high visibility jacket from the Hall before leaving school. Please return this to the Hall.

## Marshalling Points

## When children arrive at your marshalling point,

## Ensure no student is walking alone,

## Make sure they deposit any litter they have in the bag provided,

## If you are by a road, please make sure students cross it sensibly and safely.

## Point them in the right direction for the rest of the course.

## Students will be passing through some marshalling points in both directions, on the way out and on the way back. You will therefore be required to stay at your marshalling point until Nigel Armsby, the back marker, passes through on the return journey. You should then move further down the course to help your colleagues, particularly those based by main roads.

## Checkpoints

## When children arrive at your checkpoint,

## Ask them for their walk number (this is on their walk card),

## Cross it off your grid with the black felt pen provided.

## Grids will only contain the numbers of children who are actually walking. When all the numbers have been crossed off your grid, you must phone Tim Jolly to inform him. Students will only pass through checkpoints B and C once. Students will pass through ‘Checkpoint A’ twice, once on the way out and then again on the return journey from High Beech. Staff at this checkpoint will only be required to collect walk numbers on the outward journey.

## You will be required to stay at your checkpoint until Nigel Armsby, the back marker, passes through. You should then move further down the course to help your colleagues, particularly those based by main roads.

## Returning to school

When you return to school, please leave your folder with maps and high visibility jackets etc., in the Hall

Many thanks,

Danielle