

## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	Thorpe Park	
ACTIVITY DETAILS	-Coach Journey to Thorpe Park -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Coach pick up from Thorpe Park -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 8	
ROOM	M12 & M13	
LEAD	AE / SG	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30am	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	4pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket / and or paper
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

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## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	Southend on Sea	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. -Arrive at Southend SouthEnd on Sea (SS1 1EE) Adventure Park; -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Local amusements can be visited, but this must be under staff supervision. Students shouldn't leave the facilities without permission. -Pick up from Southend End -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 8	
ROOM	M1 & M2	
LEAD	JB / PY	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30am	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	4pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket and Wrist bands needed for each student. Provide these to students once at the venue on the coach. They must wear through the day and not remove them.
STUDENT WAIVERS (if applicable)	No

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### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

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## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	Bowling	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: The City Pavillion (RM5 2BH); student will stay together in a group. -Students will have one game, then lunch, then another game. They can use the arcades onsite too. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 8	
ROOM	M11	
LEAD	SK / RO	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30am first coach run	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	first return journey at 2.30	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

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### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

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DAY	Tuesday 18th July	
TRIP	Paintball Mayhem	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: Mayhem (RM4 1AA); -Waiver to be given to the venue -Students will stay together in a group. They will have one game, then lunch, then another game. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 8	
ROOM	Canteen	
LEAD	MT / IA	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 first coach run	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	first return journey at 2.30	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes	No
SCHOOL PHONE (number: TBC)	Yes	No
ROUTE PLANS	Coach	
TICKETS (if applicable)	Online confirmation	
STUDENT WAIVERS (if applicable)	Yes	

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### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

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DAY	Tuesday 18th July	
TRIP	O2 Climb	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue -Waiver to be given to centre. -1st group of 12 Students to check in at 11.30am for 11.45am Climb -2nd group of 12 Students to Check in at 12.15pm for 12.30pm Climb Staff to stay with students / view from a 'check in' point. -Trip can continue with a visit to the inside of the O2 if time available. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	P1	
LEAD	JN / HB	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

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- If applicable - speak with the coach driver to confirm pick up point and time.
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## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	Go Ape	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Go Ape (N22 7AY) - Waiver to be provided to centre Students are completing the Middle Course (Adventure Plus). -Students to stay in a group and climb on staff on sites instructions. - Walk around local park can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7	
ROOM	P2 & P3	
LEAD	HC/ LB	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

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DAY	Tuesday 18th July	
TRIP	Ice Skating	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Alexandra Palace (N22 7AY) -Times on Ice: 11am first stake. Please ensure 15mins are allocated for students to get their 'skates on'. -Students can be on the ice or in the cafe on site. Lunch can be eaten in the cafe or local greenery. - Walk around local area can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	N11,N12,N13	
LEAD	SP / AL	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 pm	

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SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

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## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	The London Dungeons	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; The London Dungeons (SE1 7PB) 20 students at 11am 27 students at 11.30am slot -Student will stay with staff while moving around the venue. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	P4	
LEAD	SH / BM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

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DAY	Tuesday 18th July	
TRIP	The Craft Cabin	
ACTIVITY DETAILS	Walk from Highams Park -Arrive at the Craft Cabin E4 (Station Road) -Complete Craft activities (up to £20). The completed pottery work may not be able to be taken away with the students. The school will ensure this is provided to the students in due course. -Walk back -Be based in school for rest of the day -Finish school at normal time.	
YEAR GROUP	Year 7 & 8	
ROOM	M15	
LEAD	SB / CC	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Walk : See route plan in the pack
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

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DAY	Tuesday 18th July	
TRIP	RAF Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;RAF (NW9 5LL) 0208 3584896 (call if arriving late, after 11.00am) A workshop may be available at 12.30pm, but will be dependant on group size. Please check on arrival. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8	
ROOM	S3	
LEAD	DH / SS	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Printed tickets / information available.
STUDENT WAIVERS (if applicable)	Yes

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DAY	Tuesday 18th July	
TRIP	History Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Natural History (SW7 5BD) Entrance through lower ground floor of the Green Zone and register at school reception. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	S4	
LEAD	AT / AS	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

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TRIP	Science Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;Science Museum (SW7 2DD) -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	S1, S2	
LEAD	GM / OO	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation & printed ticket in pack
STUDENT WAIVERS (if applicable)	No

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- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	V&A Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;V & A (SW7 2RL) Entrance via Exhibition Road, Blavatnik entrance. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	S5	
LEAD	ER / DL	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Tuesday 18th July	
TRIP	Tate	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Tate (SE1 9TG) Must enter via the Turbine Hall entrance, located in the core hub in the Natalie Bell building, level 0. Reference to quote 17299898. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 8	
ROOM	S6	
LEAD	SP/ SH	
OTHER STAFF	Located on Arbor	
LEAVING TIME	N/A	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Thorpe Park	
ACTIVITY DETAILS	-Coach Journey to Thorpe Park -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Coach pick up from Thorpe Park -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 8 & 9	
ROOM	M12 & M13	
LEAD	FK / MG	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 am	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	4:00 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket / and or paper
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Southend on Sea	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. -Arrive at Southend SouthEnd on Sea (SS1 1EE) Adventure Park; -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Local amusements can be visited, but this must be under staff supervision. Students shouldn't leave the facilities without permission. -Pick up from Southend End -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 8 & 9	
ROOM	M1 & M2	
LEAD	SM / LC	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 am	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	4:00 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket and Wrist bands needed for each student. Provide these to students once at the venue on the coach. They must wear through the day and not remove them.
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.
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### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Bowling	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: The City Pavillion (RM5 2BH); student will stay together in a group. -Students will have one game, then lunch, then another game. They can use the arcades onsite too. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 8 & 9	
ROOM	M11	
LEAD	MB / ED	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 first coach run	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	first return journey at 2.30	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Paintball Mayhem	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: Mayhem (RM4 1AA); -Waiver to be given to the venue -Students will stay together in a group. They will have one game, then lunch, then another game. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 8	
ROOM	Canteen	
LEAD	GM / JA	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 first coach run	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	first return journey at 2.30	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

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- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
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- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Lee Valley White Water	
ACTIVITY DETAILS	Coach from Highams Park Arrive at Venue: White Water Centre, Waltham Abbey, EN9 1AB. Please ensure you register your vehicle registration number upon arrival. -Waiver to be given to centre. -Students will be split into 2 groups, one completing Paddleboarding, while the other completes Water Wipeout. Session 1 10:45 – 12:00 Lunch can be eaten outside or purchased from the cafe. Groups will then swap for session 2- 13:45 – 15:00 -Coach back to Highams Park -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 8 & 9	
ROOM	M10	
LEAD	CW / AL	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 am	
TRAIN TIME (if applicable)	N/A	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Go Ape	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Go Ape (N22 7AY) - Waiver to be provided to centre Students are completing the Tree Top Challenge. -Students to stay in a group and climb on staff on sites instructions. - Walk around local park can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	P2 & P3	
LEAD	KM / MM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30am	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

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- Organise groups / ensure staff know who they are 'responsible for'
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- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Ice Skating	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Alexandra Palace (N22 7AY) -Times on Ice: 11am first stake. Please ensure 15mins are allocated for students to get their 'skates on'. -Students can be on the ice or in the cafe on site. Lunch can be eaten in the cafe or local greenery. - Walk around local area can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	N11,N12,N13	
LEAD	JB / CB	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30am	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

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- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	The London Dungeons	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; The London Dungeons (SE1 7PB) 22 students at 11.15am 20 students at 11.30am slot -Student will stay with staff while moving around the venue. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	P4	
LEAD	SC / JN	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30am	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.
---

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

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- Organise groups / ensure staff know who they are 'responsible for'
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- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	The Craft Cabin	
ACTIVITY DETAILS	Walk from Highams Park -Arrive at the Craft Cabin E4 (Station Road) -Complete Craft activities (up to £20). The completed pottery work may not be able to be taken away with the students. The school will ensure this is provided to the students in due course. -Walk back -Be based in school for rest of the day -Finish school at normal time.	
YEAR GROUP	Year 8 & 9	
ROOM	M15	
LEAD	JM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30am	
TRAIN TIME (if applicable)	9.30 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Walk
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
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- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	RAF Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;RAF (NW9 5LL) 0208 3584896 (call if arriving late, after 11.00am) A workshop may be available at 12.30pm, but will be dependant on group size. Please check on arrival. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 9	
ROOM	S3	
LEAD	HB / PY	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	History Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Natural History (SW7 5BD) Entrance through lower ground floor of the Green Zone and register at school reception. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	S4	
LEAD	AM / KI	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Science Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;Science Museum (SW7 2DD) -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	S1, S2	
LEAD	LW / AS	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Wednesday 19th July	
TRIP	Tate	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Tate (SE1 9TG) Must enter via the Turbine Hall entrance, located in the core hub in the Natalie Bell building, level 0. Reference to quote 17299898. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 8 & 9	
ROOM	S6	
LEAD	NK / BM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)	9.45 am	
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Thorpe Park	
ACTIVITY DETAILS	-Coach Journey to Thorpe Park -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Coach pick up from Thorpe Park -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 9	
ROOM	M12 & M13	
LEAD	ER /PY	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30am from	
TRAIN TIME (if applicable)	NA	
RETURN TIME	4.00pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket / and or paper
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Colchester Zoo	
ACTIVITY DETAILS	-Coach Journey to Colchester Zoo -Students may orientate around the zoo in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Coach pick up from The Zoo -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 9	
ROOM	M9	
LEAD	SC/LS	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 am	
TRAIN TIME (if applicable)	NA	
RETURN TIME	4.00 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket / and or paper
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Southend on Sea	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. -Arrive at Southend SouthEnd on Sea (SS1 1EE) Adventure Park; -Students may orientate around the park in groups. -Students to meet up with staff at meeting point to 'check in' / if they need anything. -Local amusements can be visited, but this must be under staff supervision. Students shouldn't leave the facilities without permission. -Pick up from Southend End -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 9	
ROOM	M1 & M2	
LEAD	DL / JD	
OTHER STAFF	Located on Arbor	
LEAVING TIME	8.30 am	
TRAIN TIME (if applicable)	NA	
RETURN TIME	4.00 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online ticket and Wrist bands needed for each student. Provide these to students once at the venue on the coach. They must wear through the day and not remove them.
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Bowling	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: The City Pavillion (RM5 2BH); student will stay together in a group. -Students will have one game, then lunch, then another game. They can use the arcades onsite too. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 9	
ROOM	M11	
LEAD	DH / AA	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)	NA	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Paintball Mayhem	
ACTIVITY DETAILS	-Pick up from Highams Park School . -Coach journey. Arrive at venue: Mayhem (RM4 1AA); -Waiver to be given to the venue -Students will stay together in a group. They will have one game, then lunch, then another game. -Pick up from venue. -Drop off to Highams Park School and dismiss the students	
YEAR GROUP	Year 7 & 9	
ROOM	Canteen	
LEAD	AR / JA	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)	NA	
RETURN TIME	3.15 pm	

Please make a note of any additional points needed and provide to Trish for updating.

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Coach
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Lee Valley White Water	
ACTIVITY DETAILS	<p>Mini Bus from Highams Park            Arrive at Venue: White Water Centre, Waltham Abbey, EN9 1AB.            Please ensure you register your vehicle registration number upon arrival.            -Waiver to be given to centre.            -Students will be split into 2 groups, one completing Paddleboarding, while the other completes Water Wipeout.            Session 1 10:45 – 12:00            Lunch can be eaten outside or purchased from the cafe.            Groups will then swap for session 2- 13:45 – 15:00            -Transport students via mini bus            -Drop off to Highams Park School and dismiss the students</p>	
YEAR GROUP	Year 7 & 9	
ROOM	M10	
LEAD	CAS / CW	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)	NA	
RETURN TIME	3.15 pm	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	Mini Bus
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	O2 Climb	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue -Waiver to be given to centre. -1st group of 12 Students to check in at 11.30am for 11.45am Climb -2nd group of 12 Students to Check in at 12.15pm for 12.30pm Climb Staff to stay with students / view from a 'check in' point. -Trip can continue with a visit to the inside of the O2 if time available. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 9	
ROOM	P1	
LEAD	HA / SO	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Go Ape	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Go Ape (N22 7AY) - Waiver to be provided to centre Students are completing the Tree Top Challenge. -Students to stay in a group and climb on staff on sites instructions. - Walk around local park can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 9	
ROOM	P2 & P3	
LEAD	MT / ZM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	Yes

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Ice Skating	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Alexandra Palace (N22 7AY) -Times on Ice: 11am first stake. Please ensure 15mins are allocated for students to get their 'skates on'. -Students can be on the ice or in the cafe on site. Lunch can be eaten in the cafe or local greenery. - Walk around local area can be completed if there is time. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	N11,N12,N13	
LEAD	SH / MM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: *Staff should treat this like their classroom – their rules must be abided by.*

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Veledrome Stratford	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue -Waiver to be given to centre. -All students will be completing the Velodrome Track Session. Staff to stay with students / view from a 'check in' point. -Trip can continue with a visit to the inside of Westfield or the local attractions (e.g. Olympic Stadium) if time available. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	W4	
LEAD	AL / RH	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	?

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	The London Dungeons	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; The London Dungeons (SE1 7PB) 20 students at 11.30am slot -Student will stay with staff while moving around the venue. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	P4	
LEAD	CB / MC	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.30 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home. If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	RAF Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;RAF (NW9 5LL) 0208 3584896 (call if arriving late, after 11.00am) A workshop may be available at 12.30pm, but will be dependant on group size. Please check on arrival. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 9	
ROOM	S3	
LEAD	AS / RM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.
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### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

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## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	History Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Natural History (SW7 5BD) Entrance through lower ground floor of the Green Zone and register at school reception. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	S4	
LEAD	AE / UO	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

Please make a note of any additional points needed and provide to Trish for updating.

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm.

## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Science Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;Science Museum (SW7 2DD) -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	S1, S2	
LEAD	ED / TC	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

Please make a note of any additional points needed and provide to Trish for updating.

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
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- Organise groups / ensure staff know who they are 'responsible for'
- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

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## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	V&A Museum	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue;V & A (SW7 2RL) Entrance via Exhibition Road, Blavatnik entrance. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	S5	
LEAD	IA / SM	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
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- Organise groups / ensure staff know who they are 'responsible for'
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- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

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## Activities Week – Staff Checklist

DAY	Thursday 20th July	
TRIP	Tate	
ACTIVITY DETAILS	-Train journey from Highams Park -Arrive at venue; Tate (SE1 9TG) Must enter via the Turbine Hall entrance, located in the core hub in the Natalie Bell building, level 0. Reference to quote 17299898. -Students to stay in a group and move around the museum together. - If there is time, a walk around the local area can be completed. -Train journey home -Check all students make it safely back to Highams Park	
YEAR GROUP	Year 7 & 9	
ROOM	S6	
LEAD	BM / CC	
OTHER STAFF	Located on Arbor	
LEAVING TIME	9.45 am	
TRAIN TIME (if applicable)		
RETURN TIME	3.15 PM	

### HAVE YOU GOT.....

STUDENT LIST (includes Names / Medical info / Student mobile)	Yes No
SCHOOL PHONE (number: TBC)	Yes No
ROUTE PLANS	TFL : See the journey route document in the pack.
TICKETS (if applicable)	Online confirmation
STUDENT WAIVERS (if applicable)	No

Please make a note of any additional points needed and provide to Trish for updating.

### SCHOOL CONTACT NOS –

These numbers can be used throughout the day:

NO 1 – TRISH	0777 577 0796
NO 2 - D Stephens	07814878683

### Before you leave:

- Please take the register on Arbor and a paper register for you to take with you
- Check students' mobile numbers. Also provide the students with the mobile number of your school phone
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- Explain the plan of action to students & staff – i.e. how traveling, rules of the day.
- Reminder students of travel expectations – especially if by train, if they miss the stop, they get off at the next and a staff member will come to collect them. When on a coach, stay seated, with seatbelts on and not eating.

### Once at the venue: Staff should treat this like their classroom – their rules must be abided by.

- If applicable - speak with the coach driver to confirm pick up point and time.
- Remind students of behaviour expectations / site rules
- Discuss safety concerns – i.e. not being alone, asking to go to toilet, not wandering off, stranger danger.
- If they are lost, highlight where to find a member of staff and to call the school number (not parents).
- Explain the meeting point & time if students are going off in groups.
- Explain important of staying on site.

At the end of your trip please ensure all students have made it back to school and have a safe way of getting home.

If you arrive back to school before the end of the school day, please take students to a classroom / field until 3.15pm