



FIELDTRIP PLANNER

1. In the weeks before your visit

- Arrange transport
- Send permission request letters home (sample can be downloaded from our website).
- Organise to have an adequate leader: children ratio (1 leader to 10 children is recommended) and ensure that leaders are clearly briefed and confident in their role and responsibilities.
- Discuss safety, conservation and rules beforehand (Guidelines for Safe Learning Outdoors, written for children, can be downloaded from our website. Another useful resource is www.leavenotracesschools.org).
- Establish a Buddy system in which each child has a partner who they stay with throughout the day. They must look out for each other's safety and well-being.
- Check that children understand what they must bring : lunch, appropriate clothing and footwear, suntan lotion and hats if necessary.
- Explain the concept of the Outdoor Classroom (an extension of school into the outdoors) so the children understand that they will be studying and learning on their fieldtrip.
- If leading a fieldtrip to Griston Bog yourself, download and familiarise yourself with the lesson plans, schedule and equipment list for your chosen programme.

2. In the days immediately before your visit

- Check the weather forecast and ensure you and your group are prepared.
- Check directions.
- We will contact you to confirm all arrangements.

3. On the day of your fieldtrip

Bring

- Map and contact numbers (download from our website)
- Emergency contact information for each child's parents/guardians.
- You may wish to bring wet wipes, whistle, camera, suntan lotion and insect repellent.