



# The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Mrs Kathy Palmer

Eliot Bank School  
Thorpewood Avenue  
London SE26 4BU  
Tel: 020 8699 0586  
Fax: 020 8699 4489  
info@eliotbank.lewisham.sch.uk  
Head of School: Mr Mark Ridler

Gordonbrock School  
Amyruth Road  
London SE4 1HQ  
Tel: 020 8690 0704  
Fax: 020 8690 7201  
admin@gordonbrock.lewisham.sch.uk  
Head of School: Miss Maria Gilmore

Dear Parents/Carers,

At Eliot Bank and Gordonbrock Schools we value trips and see them as a way to enrich the curriculum. Without your help, we would not be able to offer the amount and range of opportunities to the children.

Before you go on the trip, a member of staff will brief you about all the arrangements and the learning intentions of the trip. The following is a summary that we thought might be useful.

## Learning Intentions

- At the briefing, the teacher will explain the purpose of the trip and how it fits in with what the children have done or will be doing at school.
- Please listen for key learning points, vocabulary and questions that you will use throughout the day.

## Safety arrangements

- The Class Teacher will usually have organised the class into groups, so you will be asked to look after a small number of children which may include your own child. Sometimes the Class Teacher will not have a group to enable them to have an overview of the whole class.
- **Please remain in the line of sight of a member of School staff. Please do not accompany children to the toilet unless you have been cleared through the DBV scheme.**
- Whilst on a trip the Class Teacher is in charge and any extras (eg ice cream, gifts, rides) are only allowed if the cost has been incorporated into the total cost of the trip and are therefore available to **ALL** children.
- You will be expected to encourage the children in your group to follow the Teacher's directions and behave appropriately. Any behavioural issues should be referred to the Class Teacher. Please do not hesitate to do this.
- Children will have discussed 'Stranger Danger' at school prior to their trip. Please encourage them to be polite and show good manners at all times and praise children for positive behaviour.
- **Do not exchange personal details with children.**
- Road safety is paramount. The children have been taught how to cross the road safely. Staff will lead. Please stay with your allocated children at all times on the trip, particularly on roads and at train stations.
- Please do not smoke whilst on the trip.
- If you need to go to the toilet, let the teacher know so that cover arrangements for your groups can be made.
- Mobile phones should **not** be used whilst on the trip.
- No photographs should be taken of the children.
- The Class Teacher will outline the timetable for the day—including lunch arrangements. Please stick to these. Many children have allergies and so **all** children must eat **ONLY** the food provided by their parents or the school. Food should not be eaten on public transport or coaches.

Once again, we would like to thank you for your co-operation and generous support.  
If you have any concerns, questions or queries, please do not hesitate to ask the Class Teacher.

Above all we hope that you will enjoy coming out on trips with us.

**Thank you,** The Gordonbrock Team