



GODOLPHIN SCHOOL

Visits to Salisbury

Last review	September 2019
To be reviewed	September 2020
Reviewed by	Senior Deputy Head, Head of Sixth Form, Heads of Year



The Godolphin School Policy on Visits to Salisbury

House staff and tutors are responsible for ensuring that the girls are aware of these procedures at the start of each year, and periodically through the year as necessary.

Girls of all ages are required to sign out in their boarding house before going to town and must sign back in again on their return. Failure to do so may result in a temporary loss of the privilege of going to town.

All girls must ensure that they have the boarding house number on their mobile phone in case of emergency.

All First to Fourth year girls must always be accompanied by at least two of their peers when visiting the town during the week and in a pair at the weekend; Fifth Years may go down in pairs.

In the Sixth Form, girls may go on their own; parents complete permission forms for a range of 'in town options' but the same signing in and out protocol applies.

On Saturdays the girls may visit town after the study time and be back before lunch; or in the afternoon and be back before tea. On Sundays the girls may visit town after brunch but they should be back by 4pm unless they have permission from their housemistress to stay out later.

First and Second Years:

First and Second Years are only permitted into town at the weekends from the end of study time on Saturday until lunchtime and on Sunday after Brunch. Girls from the Prep may only go down town when accompanied by a member of staff.

Third Years:

Third Years may go into town during **one** of their Sessions during the week. This session will be determined by the girl after choosing her extra-curricular activities and fixed for the duration of the term by informing her Head of Year. If, in a given week, she needs to change the day she goes to town, permission must be obtained from the Head of Year before she goes to town.

Third Year boarders may go into town from the end of Prep on Saturday until lunchtime.

When the Third Years make visits to town midweek they must wear their uniform, including their jacket; when in town at the weekends the boarders may wear mufti.



Fourth Years:

Fourth Years may go into town during **two of their Sessions** during the week. These sessions will be determined by the girl after choosing her extra-curricular activities and fixed for the duration of the term by informing her Head of Year. If, in a given week, she needs to change the day she goes to town, permission must be obtained from the Head of Year before she goes to town.

When the Fourth Years make visits to town midweek they must wear their uniform, including their jacket; when in town at the weekends the boarders may wear mufti.

Fourth Year boarders may go into town from the end of study time on Saturday until lunchtime and on Sunday after Brunch.

Fifth Years:

Fifth Years may go into town during two of their Sessions during the week. The selection of these sessions operates as above. Fifth Years with no other school commitments may, as one of their town times, leave school at 4.00 pm on Fridays if they have no other commitment.

Fifth Year boarders may, in addition to the above, go into town from the end of Prep on Saturday until lunchtime and on Sunday after Brunch.

When the Fifth Years visit town midweek they may wear either their uniform, including their jacket, or mufti; when in town at the weekends the boarders may wear mufti.

The Sixth Form:

All Sixth Formers have to be in school in the usual way for registration, tutor time and prayers.

With parental permission, all Upper Sixth are allowed into town from **2pm – 6.30pm on weekdays and between 9.00am – 6.30pm at weekends.**

For **Lower Sixth this privilege comes into operation after the first half of the autumn term** in order that they have had time to settle into the new ethos and ways of working.

The privilege is withdrawn for the rest of the half term if

- a girl appears on the academic monitoring as a cause for concern;
- a subject teacher reports unsatisfactory work or time keeping;
- a student has not been keeping her commitments eg to prep duty;
- the Centre protocols have not been adhered to.

Prefects may go down town from 12.35 pm – 7pm.



FORM C – VISITING TOWN: Sixth Form

To: The Housemistress, Sixth Form Centre

I hereby give permission my daughter/ward _____

(full name in block capitals) to visit town as follows:

- To go into Salisbury by herself / with friends (delete if applicable) between 2pm – 6.30pm on weekdays and between 9.00am – 6.30pm at weekends.
- To go into Salisbury once a week during the evening in a group of at least 3.
- To put local taxi fares on my school bill.

Signature _____ Date _____



Risk Assessment

The following is a guideline for tutors to brief the girls about staying safe in town

Situation	Possible Risk	Necessary precautions	Additional Action Required
General	Accidents, strangers	<p>Brief students about the route and potential dangers.</p> <p>Instruct students about appropriate behaviour at all times.</p> <p>Ensure students take mobile telephone with the house number stored on it.</p> <p>When going to or returning from town after dark, a taxi is booked by House staff with taxi firms approved by the School.</p>	<p>Tell girls to avoid covered car parks and quiet walkways</p> <p>Girls, especially if in pairs or alone, should avoid showing off new mobile phones.</p> <p>If the School has been alerted to a concern in town, where appropriate the girls must be given additional precautions they could take; or kept in School</p>
Walking by busy roads and crossing roads	Accident	Students instructed to walk away from kerb and not to cross roads without due care, using the pedestrian lights where possible.	
Uneven pavements, trips and slips	Accident	Check students have adequate/appropriate footwear. Check students know how to contact emergency services and School.	Seasonally, warn girls of the danger of slipping eg on ice or wet roads