



Policy on Visits to Town



Last review:	September 2023
To be reviewed:	September 2024
Reviewed by:	Senior Deputy Head, Head of Sixth Form, Heads of Year

Contents

Introduction:	4
First and Second Years	4
Third Years	4
Fourth Years	5
Fifth Years	5
Godolphin Sixth.....	5

Introduction:

1. At any time, the School may suspend this policy where it believes that it is in the best interests of the School and/or the students to do so.
2. House staff and tutors are responsible for ensuring that the students are aware of these procedures at the start of each year, and periodically through the year as necessary.
3. Students 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.
4. All students must ensure that they have the boarding house number on their mobile phone in case of emergency.
5. All First to Fourth year students 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, students 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.
6. On Saturdays, the students may visit town after prep and be back before lunch or in the afternoon and be back before tea. On Sundays the students 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

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

Third Years

8. From the half-term in the Spring Term, Third Years may go into town during **one** of their Sessions during the week. This session will be determined by the student 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.
9. Third Year boarders may go into town from the end of prep on Saturday until lunchtime.
10. When the Third Years make visits to town **midweek they must wear their uniform, including their** blazer, School navy puffer jacket or Godolphin sports jacket; when in town at the weekends the boarders may wear mufti.

Fourth Years

11. Fourth Years may go into town during **one of their Sessions** during the week. The session will be determined by the student after choosing her extra-curricular activities and remain fixed for the duration of the term. If, in a given week, a student needs to change the day she goes to town, permission must be obtained from the Head of Year before she goes to town.
12. When the Fourth Years make visits to town **midweek they must wear their uniform**, including their blazer, School navy puffer jacket or Godolphin sports jacket; when in town at the weekends the boarders may wear mufti.
13. Fourth Year boarders may go into town from the end of prep on Saturday until lunchtime and on Sunday after Brunch.

Fifth Years

14. Fifth Years may go into town during one of their Sessions during the week. The selection of these sessions operates as above.
15. Fifth Years with no other school commitments may, as an additional privilege, leave school after lessons on Fridays.
16. 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.
17. When the Fifth Years visit town midweek **they may wear either their uniform, including their blazer or jacket, or mufti**; when in town at the weekends the boarders may wear mufti.

Godolphin Sixth

18. All Godolphin Sixth have to be in School in the usual way for registration, tutor time and prayers.
19. **Daytime visits to town:** With parental permission, all Sixth Formers are allowed into town from at any time of day between 8.35am and 6.00pm, having signed out from the boarding house, as long as they have no other commitments.
20. **Evening visits to town:** Mid-week, all Sixth Formers are allowed into town in the evening once a week in a group of three or more students between 6.00pm and 9.00pm, or later with express permission from the Housemistress. They may also visit the local Co-op in a pair. Permission must always be sought from their Housemistress.
21. **At weekends**, the evening curfew is 10.00pm.
22. The privilege is withdrawn if
 - a student 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 School rules have not been adhered to.

FORM C – VISITING TOWN: Godolphin Sixth

To: The Housemistress, Sixth Form

I hereby give permission my daughter/ward _____
(full name in block capitals) to visit town as follows (delete where applicable):

- To go into Salisbury by herself / with friends between 8.35am – 6.00pm on weekdays and between 9.00am – 6.00pm at weekends.
- To go to the local Coop in the evening in a pair
- To go into Salisbury once a week during the evening in a group of at least three students until 9.00pm.
- To go into Salisbury during the evening at the weekend in a group of at least three students until 10.00pm.
- To put local taxi fares on my School bill.

Signature _____ Date _____

Risk Assessment

The following is a guideline for tutors to brief the students 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>Tell students to avoid covered car parks and quiet walkways</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>Students, especially if in pairs or alone, should avoid showing off new mobile phones.</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>	If the School has been alerted to a concern in town, where appropriate the students must be given additional precautions they could take; or kept in School
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 students of the danger of slipping eg on ice or wet roads

