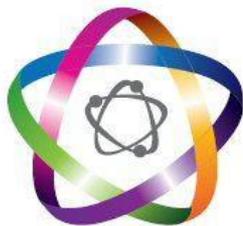


**POLICY DOCUMENT No P15****DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy



## **EDUCATIONAL VISITS POLICY AND GUIDELINES FOR STAFF**

This policy is reviewed every three years

**History of Document**

<b>Issue No</b>	<b>Author/Owner</b>	<b>Date Written</b>	<b>Approved by Governors on</b>	<b>Comments</b>
Issue 1	M Crawshaw	Feb 96	May 96	First issue
Issue 2	D Clear	Oct 02		Minor revisions
Issue 3	D Clear	Mar 05	25 Mar 05	Major rewrite
Issue 4	D Clear	July 07		Minor amendments
Issue 5	S. Martin	Nov12	4 Dec 12	Academy update
Issue 6	S. Martin	Jun 14		Minor Update
Issue 7	S. Martin	Nov 14		Insurance minor update
Issue 8	S. Martin	Nov 15	Dec 15	Minor changes and appendices update
Issue 9	S. Martin	Jan 19		Minor Changes and appendices update

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## 1. Introduction

- a. The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.
- b. The Governing Body adopts the Suffolk County Council handbook 'Educational Visits (Regulations and Guidance)' as the school policy for the management of educational visits. This document summarises some of the local procedures that should be followed.
- c. The Governors delegate to the Headteacher the duty of being final arbiter on all school trips and their arrangement. The named Educational Visits Coordinator (EVC) for the School is Simon Martin, Deputy Head.
- d. The Governing Body's permission must be sought for educational visits which include a residential element or foreign travel and they will be kept informed of all educational visits through the School Calendar and through the Headteacher's Report to Governors. Any charges made for visits shall be determined by the Governing Body's Charging and Remissions Policy which is based on Government guidelines
- e. Parental Consent must be sought for taking students out of school. This will either be given in a generic form (for local trips) or be of a specific nature (for any trips involving transport other than walking).
- f. The school has Insurance cover (see Appendix 1 for Policy Summary) for all students and teachers whilst at school or on school trips.

## 2. Procedures for staff when supervising visits out of school

### a. Initial Procedures

- i. A procedures checklist is available from EVC to help with the planning of the trip (see Appendix 7). Before any visit out of school is organised, staff must see the EVC and complete an Advance
- ii. Information form including a Risk Assessment signed by the Headteacher or Deputy (Appendix 4). Permission is required from Governors when planning residential or overseas visits;
- iii. Written parental permission must be sought once initial plans are finalised.
- iv. For non-residential visits permission through the school's Gateway system or a manual reply/ permission slip will suffice. This form is held or generated by the EVC.
- v. For residential visits a Parental Consent Form is available from the school which includes a section on medical details.
- vi. Exemplar letters to parents are attached in Appendix 2 and 3.
- vii. Local visits made during lessons must be reported to the school office when they depart. This will ensure that the school knows where all its students are at any given time - particularly in cases of emergency. The kitchen should be notified when trips are going out of school over the lunch time so that lunch numbers can be adjusted and FSM students catered for.

**b. Student Safety**

Safety of students is paramount on all school trips. Sensible precautions, therefore, must always be taken and students must be warned about known dangers. When out of school, students must know where to find a member of staff at any time. A member of staff may be based at a minibus, may be part of an activity or may be in a designated area. Students must not be allowed to wander around by themselves. They should be in groups of minimum of four, or be within sight of a staff member. Insurance cover should be taken out on all students and staff for appropriate school trips. In most cases this is covered by the school insurance policy but this should be confirmed by the EVC. All staffing ratios should be agreed with the EVC who will give advice based on National Guidelines.

**c. Safety Procedures during Activities**

- i. Sizes of groups should be appropriate for the activity and proper staff/student ratios should be adhered to. Always count students before and after each activity to ensure all students are accounted for. When appropriate, weather conditions should be taken into account and all students engaged in an activity should be appropriately dressed and have the correct equipment. Students should always know when and where they are to meet staff at the end of an activity.
- ii. No student should go into, or too near to, water unless under direct supervision of a trained adult life saver. Students taking part in hazardous activities must always be under the supervision of a qualified instructor. When in small craft students must always wear buoyancy aids or life-jackets and must always be accompanied by a qualified instructor and life-saver. Students should not be permitted to use electrical equipment unless staff are satisfied with its condition.
- iii. Make sure that first aid help/equipment is readily available. A medical bag should be collected from the Trips and Visits Administrator who will explain any individual issues to the group leader. The bag will also include all Risk Assessments and staff are expected to familiarise themselves with these prior to the trip.
- iv. A pack will be given to all staff attending the trip prior to departure which will include:
  - A list of the students attending
  - A list of staff attending
  - A copy of all risk assessments
- v. The school minibus will carry a medical bag at all times with medical protocol for any students with specific health needs

**d. Residential Visits**

- i. On residential visits fire practice procedures should be explained upon arrival and fire escape routes and muster points highlighted. Areas which are out of bounds must be clearly defined.
- ii. No students should be allowed to smoke or drink alcohol during any part of any trip. Students are not allowed to visit other people's rooms without permission and specifically boys are not allowed in girls' rooms or vice versa.
- iii. Staff must always act professionally and responsibly; they must stay on the premises and be available whenever one or more students is/are at the hotel/hostel.
- iv. Whenever food preparation is involved, good hygienic practice must be followed.

- v. Lastly, but importantly, good discipline and control are essential particularly in the less restrained atmosphere of out of school visits.

#### **e. Emergency Procedures**

- i. In the event of a serious incident on a school trip, staff must follow school procedures; see Appendix 8. They should inform the school of the incident and this will trigger an incident response in line with the school's Business Continuity Plan.
- ii. Students should be encouraged not to report the incident themselves; the School Incident
- iii. Management Team will contact all relevant people.

### **3. Leaders and Minibus Drivers**

The school still requires all minibus drivers to have taken part in a familiarisation journey with a member of the school staff and that member of staff should be satisfied the required standards before taking out any students in the minibus. If the proposed single journey lasts 2 hours 30 minutes or more, there must be two suitably qualified drivers accompanying the vehicle. The driver and accompanying staff are reminded that they must comply with all aspects of the Law including those relating to drinking alcohol, using mobile phones etc. and seat belts must be worn by all passengers during the journey.

On every visit Group Leaders are given a file to take with them. This file contains contact numbers and other important information (Appendix 5). The file should be returned to the school office at the end of the trip.

The school has a mobile phone which is to be taken on school trips so that contact can be made.

Specimen Risk Assessments are available from the EVC; a separate one must be written for every visit out of school. See Appendix 6. In some cases there will be a need for individual students to have a bespoke risk assessment before they attend a trip, this should be discussed with the EVC who will work with the group leader and the pastoral team to devise this. The need for this decided in discussion with the EVC but if there is any doubt the trip leader must discuss this with the SLT and EVC.

The current list of specimen risk assessments is as follows:

- Coach Travel/Journeys (2)
- Fieldwork Location
- Minibus Travel
- On Board Ship
- Local Trips to Debenham
- Remote supervision
- By Water
- Private Car Journeys
- At Hotels/Hostels
- Special Needs and Medication
- Train and Tube Travel
- Supervised visits.

## Appendix 1 – Summary of Insurance Cover

The school has opted into the government Risk Protection Arrangement (RPA). Although not a commercial insurance product it does provide comprehensive cover for travel within the UK. For overseas travel the school has purchased cover from Zurich.

Cover is as follows:

**For travel within the UK.** Cover has been purchased using the RPA Scheme. Cover is provided for employees, governors, trustees, volunteers and students travelling within the UK on academy business. There is no excess and cover provides for claims for baggage up to £2,000, money up to £2,000 and cover for cancellation up to £5,000.

Details of other aspects of cover such as personal accident and professional liability are available upon request

**For travel abroad.** Cover is provided by the Department for Education's Risk Protection Arrangement **SUMMARY OF COVER – UK travel and Overseas Travel (including winter sports) and Personal Accident Policy**

**Membership number: 136416**

**Policyholder: Debenham High School**

**This is a summary of the significant features, benefits and limitations of the cover the Department for Education's Risk Protection Arrangement. The full terms, conditions and exclusions are shown in the Policy Document, which can be obtained on the following link:**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/735973/Risk\\_protection\\_arrangement\\_RPA\\_membership\\_rules\\_for\\_church\\_academies\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/735973/Risk_protection_arrangement_RPA_membership_rules_for_church_academies_2018.pdf)**

### **Type of insurance and cover**

The Arrangement provides compensation for travel related costs including loss of baggage, cancellation, curtailment, rearrangement and change of itinerary, medical expenses, repatriation, and emergency travel.

### **Significant features and benefits**

Insurance is provided for each employee, governor, volunteer or pupil undertaking a school trip, excursion, or work experience placement anywhere in the world (excluding locations where the Foreign & Commonwealth Office are advising against all travel or non-essential travel) which is related to education.

Insurance is provided against the following major events:

Cancellation (UK)	£1,000
Cancellation (Overseas)	£4,000 any one insured (limited to £250,000 per trip)
Medical and Associated expenses	£10,000,000 any one Insured
Personal Accident Death	£100,000
Permanent total disablement	£100,000
Loss of limb or eye	£100,000
Money	£750 (limited to £5,000 per event)
Baggage	£500 - £2,000 any one Insured
Personal Liability	£5,000,000 any one occurrence

## Appendix 2 – Exemplar Letter for Residential Trips

2<sup>nd</sup> November 2018

Dear Parent/Carer,

### Residential Trip to Boulogne, France from Monday 22<sup>nd</sup> July to Wednesday 24<sup>th</sup> July 2019

Thank you for returning the initial interest slip for the French Residential next July. I am pleased to confirm that (name) has secured a place on the residential trip to Boulogne.

With the exception of a packed lunch needed on the first day, all food, travel and activities are included in the overall cost of £275. At this time can we please ask that you pay the £75 deposit payment by 30<sup>th</sup> November. The remaining £200, can be paid in four instalments, the due dates for which are as follows:

15 <sup>th</sup> January	£50
15 <sup>th</sup> February	£50
15 <sup>th</sup> March	£50
23 <sup>rd</sup> April	£50

An account has been set up on our payment system *School Gateway* to make these payments. If you are unable to pay on School Gateway please contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library) regarding using a manual payment card to send in cheques or cash.

Please ensure that your child has an up to date passport. For those that already have them, please send in a photocopy of the passport details page. These should be given to the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library). For those pupils that don't already have a passport please ensure you apply as soon as possible as it can often take up to six weeks to obtain a new one. Pupils must also have a European Health Insurance Card (EHIC) and this can be applied for online.

We will send out more detailed information later in the coming months, but in the meantime if you currently have any questions about the trip, please do not hesitate to contact me.

Sincerely,

Yours sincerely,

NAME

French Teacher

### Appendix 3 - Exemplar Letter for Day Trips

Dear Parent/Carer

#### History Visit to Colchester Castle, Monday 28<sup>th</sup> January, 2019

We are organising an educational visit to Colchester Castle on Monday 28<sup>th</sup> January during school hours for all Year 7 pupils. The trip will enable us to fulfil the new National Curriculum requirement that alongside the broad sweep of chronological events studied at Key Stage 3, pupils are given the opportunity to engage in a local historical study, ideally connected to a site. Colchester Castle links directly with our current medieval study, as we investigate events after the battles of 1066, and how well the Normans controlled Britain. The site is also a perfect place to engage in a study over time, given the evidence it yields from the Iron Age and Roman period, all the way through the Civil War era, to Victorian times. Pupils will complete a detailed note pack during the visit, with the help of a tour guide and the use of IT to help them to interrogate the site. These notes will then be used together with class work to compose a detailed piece of writing, which will form one of the two Milestone Assessments for this current half term.

We shall be travelling to Colchester by coach, leaving school at 9.15am and returning by 3.40pm in time for the buses. Pupils should wear school uniform, and bring a packed lunch.

To cover the cost of transport and the museum ticket we are asking for a contribution of £10.50 per pupil. This trip has been set up on our payment system *School Gateway*. If you are unable to use our electronic method of payment or would prefer to pay with cash/cheque, please complete a manual reply slip available from the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library) and return it with your payment via the School Office Mailbox.

Pupils who usually have a free lunch are entitled to a free packed lunch on the day of the trip. If you would like to request a free school lunch for your child, please contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre. If you do not contact the ***Trips and Visits Administrator*** we will presume that you do not require a free packed lunch.

Please log on to School Gateway before Friday 18<sup>th</sup> January 2019, to complete the required information, including parental permission. If you have genuine difficulty in making this contribution, please contact me in confidence, as we may be able to help.

As always, if you have any queries regarding the trip please do not hesitate to contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre or myself.

Yours sincerely

NAME OF TEACHER  
Head of History

**Appendix 4 - Advance Information Required for Trips out of School**

**DEBENHAM HIGH SCHOOL**

**ADVANCE INFORMATION REQUIRED FOR TRIPS OUT OF SCHOOL**

Please complete the following information and pass to S Martin (EVC) to have visit approved.

WHO is the visit for \_\_\_\_\_

WHERE IS IT TO \_\_\_\_\_

DATE (S) \_\_\_\_\_

TIMINGS \_\_\_\_\_

TRANSPORT ARRANGEMENTS \_\_\_\_\_

ACCOMMODATION ARRANGEMENTS (if appropriate) \_\_\_\_\_

VISIT LEADER \_\_\_\_\_

**Pupil Numbers**

School Year	Boys	Girls	Total
Total			

**Staff (please put staff initials in boxes)**

	Male	Female
Qualified Teachers		
Higher Level Teaching Assistants or Cover Supervisors		
Teaching Assistants or Other Adult Helpers		

**Emergency Contact Information -** Address at which the Party can be contacted during the Visit

Dates:	Address:	Telephone:

**Costs:** To include all expenditure and expected income. It would be helpful if the cost could be itemised as follows:

**INCOME:**

- Cost per student
- Expected income from pupils/parents
- Expected income from other sources

**EXPENDITURE:**

- Transport
- Activities
- Supply Cover costs
- Insurance
- Other

TOTAL INCOME: \_\_\_\_\_

TOTAL EXPENDITURE: \_\_\_\_\_

ANY EXPECTED SHORTFALL SHOULD BE IDENTIFIED. (£ \_\_\_\_\_ )

**Risk Assessments for Visit**

*Risk Assessments can be found in Staff Shared Area/ Visits/Generic Risk Assessments*



This file contains the following **Confidential Information**:

Contact Telephone Numbers: During the School Day: 01728 860213

After School Hours: Simon Martin  
Julia Upton

School Mobile Phone Number: Minibus

Breakdown Number: County Emergency Plan

Number:

Guidelines to staff supervising school trips: Parent Contact

Numbers:

Student Medical Details: First Aid:

Generic Risk Assessments: Minibus

regulations: Insurance Cover:

Accompanying Adults (non-staff)

## Appendix 5 Sample Risk Assessments

### 1. JOURNEY - COACH TRAVEL

HAZARDS	CONTROL	STUDENT INSTRUCTION
<p>General Hazards:</p> <p>1.Students moving around on coach</p>	<p>Key staff (the visit leader and any other staff acting as group leaders) are familiar with the relevant sections of 'Educational Visits; Regulations and Guidance 2003' and the plans for the visit comply. (If further steps are required in order to fully comply with County regulations and guidance, note these in the next column)</p> <p>a) Students to remain seated unless going to toilet</p> <p>b) Seatbelts must be worn – checked by staff at intervals</p> <p>c) No luggage in aisle</p>	<ul style="list-style-type: none"> <li>• Students to be reminded to wear seat belts and remain seated at all times whilst on coach.</li> <li>• No bags to left in the aisle</li> <li>•</li> </ul>
<p>List any specific hazards:</p> <p>a) stopping at services for toilet/ food</p> <p>b) Small groups only getting off coach</p> <p>c) Whole group getting off coach</p>	<p>Students to be accompanied by Male and/or Female staff, as appropriate.</p> <p>To meet at required time/place with group leader (member of staff)</p> <p>To go back to coach with leader/or at required time</p> <p>To count students back on coach</p> <p>Seatbelts to be refastened and rechecked</p>	<ul style="list-style-type: none"> <li>• Students told to only go to public places, remain in groups and not to talk to strangers.</li> <li>• Time and place to meet to be given to students.</li> <li>• Reminder to be given regarding the wearing of seatbelts.</li> </ul>
<p>Distracting driver</p>	<p>Students to keep noise level reasonable and not do anything to attract the drivers attention OR to attract the attention of other drivers e.g. from the back or sides of the coach.</p>	<ul style="list-style-type: none"> <li>• Instructions given to students before departure to keep noise level reasonable and not to distract the driver or other drivers.</li> </ul>
<p>Student misbehaviour</p>	<p>Consider re-positioning students and staff to ensure closer supervision.</p> <p>In an extreme situation ask the driver to stop the coach.</p>	

## 2. ACTIVITY HAZARD RISK ASSESSMENT

ACTIVITY UNIT: **Coach Journeys**

ASSESSMENT DATE: 11 December, 2012

REVIEW DATE: April 2013

Name of risk assessor (s): \_\_\_\_\_

Hazards identified	Existing controls/ precautions/ procedures (ie risk control)	
<b>1. Road injury/fatality</b>	Students receive a verbal warning about walking towards oncoming traffic, taking care etc. Extra care when leaving vehicle and if considered preferable by the driver, use of an emergency exit.	Students warned about entering and leaving vehicle and the dangers of traffic.
<b>2. Loss of group member(s) at stops</b>	The students know where the coach is located/parked. The students are given meeting times and points to reconvene. Student numbers are then checked before departure.	Students given times to meet back at coach and made aware of coach's location
<b>3. Illness/asthma attack</b>	First aid kit on coach always carried by law. Health problems of students identified prior to trip and held on file at school.	None
<b>4. Accident</b>	All coaches used are operated by reputable companies. EU driving rules are followed.	None
<b>5. Sun/Heat stroke</b>	Appropriate clothing should be worn. Air conditioning may be fitted.	None
<b>6. Injury due to sudden halt</b>	Seat belts must be worn when the coach is in motion. Movement by staff around the coach should be limited.	Verbal warning given. Staff to check that students are wearing seat belts before coach starts.
<b>7. Trapped in vehicle</b>	Emergency exits are identified at start of journey. Teachers with young students should seat an adult at the emergency exit.	Indicate where emergency exits are to students
<b>8. Travel sickness</b>	Advise before on length and nature of journey. Travel medication taken if necessary	None
<b>9. Theft from Vehicle</b>	Valuables should be taken away from the coach and not left on view. If coach is left unattended, warning should be given about items left at 'own risk'. Coach should be locked when unattended.	Confirm with driver if they are staying with the coach.
<b>10. Injury by manoeuvring vehicle</b>	Passengers remain on coach whilst manoeuvring, or keep a safe distance away.	Warn if necessary.

Signature of Assessor \_\_\_\_\_

Date: \_\_\_\_\_

### 3. FIELDWORK HAZARD RISK ASSESSMENT

FIELDWORK UNIT: **Wroxham**

ASSESSMENT DATE: 11 December 2012

REVIEW DATE: April 2013

HAZARDS IDENTIFIED	EXISTING CONTROLS/ PRECAUTIONS/ PROCEDURES (IE RISK CONTROL)	STUDENT INSTRUCTION OR ADVICE REQUIRED
<b>1. Road injury/fatality</b>	Students receive a verbal warning about traffic, taking care in the town etc. Students told where staff can be found during lunch hour.	Students warned before leaving coach of traffic dangers and told to be in groups of 3 or 4 during visit.
<b>2. Loss of group member(s)</b>	<p>The town is very small and students know where the coach is located.</p> <p>Students are given the mobile phone number of staff in case they get lost.</p> <p>The town is relatively small - hard to get lost and easy to search.</p> <p>The students are given times to return to coach. Student numbers are then checked.</p>	<p>Students given mobile phone number of staff on coach.</p> <p>Students given time for return to coach.</p>
<b>3. Injury/Illness eg cut, fall, asthma attack</b>	<p>First aid kit always carried.</p> <p>Students told to be in groups of 4 at least – advised that 1 person stays with injured student, 2 others go to get help.</p> <p>Search to begin if students fail to arrive at given meeting point and time.</p> <p>Transport always close at hand (for trip to hospital/doctors).</p> <p>Health problems of students identified prior to trip and held on file at centre.</p> <p>Students are aware where staff can be found at all times, students issued with the school mobile phone number</p>	Students advised of whereabouts of staff while they are in the town should they need help
<b>4. Risk of Abduction</b>	Students must remain in groups.	None – other than above.

Name of risk assessor(s)

Signature of assessor :

Date: \_

## Appendix 6 – Visits checklist for Staff, Discuss trip within department

See EVC to discuss and for approval (also Governor's permission if required).	
Research costings for activities. Ask Learning Resources Coordinator (LRC) to source coach quotes.	
Complete trip form, including expenses and risk assessment sections. Form is available from EVC or LRC. Sign the form and seek signature for approval from EVC.	
<b>Once trip and costings are approved, activities can be booked.</b> Ask LRC to book coaches. Give all payment and booking details to LRC.	
If arranged after publication of School Calendar, ask Office Manager to put on to next Weekly Bulletin which provides advance notice for staff.	
Draft letter for Parents – show to EVC.	
LRC will type letter onto school letterhead, enter payment details on to School Gateway (if applicable) and send letter via SchoolComms or register boxes. LRC will monitor payments.	
Inform Catering Manager if students are out over the lunch hour and order staff lunches and any free lunches requested.	
Ensure Caretaker is informed if departure or return is OUTSIDE NORMAL SCHOOL HOURS	
Distribute details of trip, including Risk Assessments, to relevant staff	
If not a complete year group on a trip, publish names on staff notice board a week in advance so that staff knows who to expect in their lessons.	
<b>ON THE DAY:</b>	
Ensure there are suitable arrangements for registering students. (Ideally normal registration in forms)	
If trip has multiple coaches do not board coaches until coach numbering signs are in the windows.	
Make arrangements with LRC to collect medical bag/pupil medicines. This is usually given to lead staff member on each coach before trip leaves. LRC will talk through the medical bag with each lead staff member.	
Take School Mobile phone – ensure it is charged and switched on!	
Collect staff lunches and free school lunches from Kitchen.	
Ensure students are appropriately dressed for the visit.	
All staff on trip must have read a copy of the Risk Assessments to make students aware of the risks and how to minimize them.	
If the trip runs late on the return journey, inform the Office during the school Day or if out of hours let	

parents know

**Appendix 7 – Group Leader’s Emergency Action Card**

<b>Immediate action in an emergency</b>	<b>v</b>
Assess the situation and take immediate action to ensure the safety of students and staff	
Establish if anyone is injured and how	
Call the emergency services if necessary	
Be aware that you and others may be suffering from shock	
<b>Next steps:</b>	
Contact the Headteacher or Deputy Head; phone numbers in Visits file	
Give clear details of what has happened and who is involved	
Discuss with the Headteacher or Deputy Head who should inform parents and next of kin of students and staff	
The Headteacher or School Business Manager should contact Marsh Insurance	
Avoid speaking to the media – if necessary direct them to the designated PR Officer Staff and students should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones)	
Make notes of what has happened and your actions	
Keep in contact the Headteacher , Deputy Head or School Business Manager	