

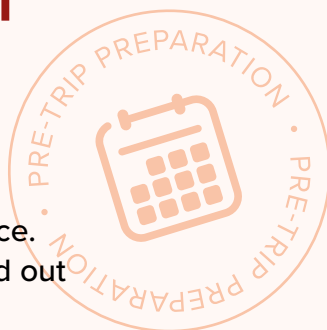
PLANNING A SCHOOL TRIP ON A TRAIN



A step-by-step guide to preparing and running a safe, fun, and engaging railway-based educational visit

CRL
Community Rail Lancashire

Pre-trip Preparation



LEAD TIME

- ✓ Begin planning at least six weeks in advance. Schools need notice to approve a trip, send out letters, and handle logistics.

PERMISSIONS & PLANNING

- ✓ The lead teacher will need to log the trip details and complete a full risk assessment for Head Teacher and Local Authority approval, e.g. on Evolve.
- ✓ Check with school regarding photo permissions
Not all students may have consent for:
 - *Social media posts*

STAFFING

- ✓ Ensure appropriate ratios based on student age and needs
- ✓ Teachers are responsible for:
 - *Risk assessments First Aid provision*
 - *Supervision (Community Rail Officers are not included in ratios)*

ACCESSIBILITY

- ✓ Confirm any access needs
- ✓ Book wheelchair spaces or mobility assistance where required

Trip Day

ARRIVAL

- ✓ Arrange to meet the group at least 15 min before departure
- ✓ Deliver a brief safety talk on platform etiquette
- ✓ Recommend to wear hi-vis jackets for visibility

BOARDING TIPS

- ✓ Divide group in half
- ✓ Use opposite ends of the same carriage for boarding
- ✓ Alight via the same doors to maintain order
- ✓ Communicate with Train Staff:
 - *Let the conductor know your destination*
 - *They can inform the driver and assist with safe boarding*



On Board

KEEP PUPILS ENGAGED

- ✔ Use the journey as a learning opportunity! Provide:
 - Rail-themed activity booklets e.g **All Aboard Booklet**
 - I spy or observation sheets
 - Mapping activities (e.g. trace your route on a rail map)
 - Roleplay tickets like Northern's **Whistle the Dog** tickets

STAY FLEXIBLE

- ✔ Trains can be delayed—know the options:
 - Wait for the next service
 - Use a different return route if needed
 - Have a plan B!



After the Trip – Reflect, Share & Improve

FOR STAFF – QUICK EVALUATION

- ✓ Ask the lead teacher or accompanying staff to complete a short online feedback form.
 - *What worked well?*
 - *How did students respond to the train travel experience?*
 - *Would you recommend this trip to others?*

FOR STUDENTS – HAVE YOUR SAY!

- ✓ Empower students to share their thoughts on the day.
You can ask:
 - *What was your favourite part of the trip?*
 - *What did you learn while on the train?*
 - *What would you improve next time?*
- ✓ Provide a QR code linked to a simple, pupil-friendly form.
This can be:
 - *Printed in the booklet*
 - *Or distributed as a sticker for students to stick in their books or planners*

CELEBRATE & SHARE

- ✓ Share stories or photos (with permission) on your website or social media
- ✓ Thank your rail partners and helpers publicly



Further support

ACCESS FREE RESOURCES ONLINE

Planning tools and classroom-ready resources are available to download anytime.

TrainEd Website

- ✓ Explore:
 - Risk Assessment example
 - Rail Safety Presentations
 - Curriculum-linked activity ideas
 - Teacher guides and trip checklists

Scan the QR Code to access the TrainEd site:
trained.website



Northern Education Network Meetings

- ✓ Each quarter, Community Rail Officers from across the Northern network meet to:
 - Share best practice
 - Collaborate on projects
 - Hear from guest speakers
 - Learn about upcoming rail education opportunities
- ✓ Meetings take place in rotating locations across the Northern region.

Want to join the network?

Email: **TrainEd@communityraillancashire.co.uk** to express your interest.

Thank you!

This booklet was developed by Community Rail Lancashire and kindly funded by Northern.



NORTHERN



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