



Springfield Junior School

Educational Visits Policy

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Approved by the Committee/Governing body	<i>Summer 2018</i>
Review date	<i>Summer 2019</i>

Introduction

- 1.1** All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2** In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

2 Organisation

- 2.1** The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. **In addition teachers and governors have agreed that teachers may organise a programme of visits.**
- 2.2** Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give an outline of these visits and activities to parents in newsletters with further details later in the term. We plan other activities as the school year progresses, and inform parents of these in due course.
- 2.3** Visits and activities usually take place within the school day, and the governing body approves all such visits in advance.
The school has a procedure to guide the planning of an educational visit. This requires authorisation from the Head teacher following receipt of details of the proposed visit and the completion of a risk assessment using forms EV1 and EV2. These must be received by the Head teacher in advance of the visit taking place.

For ALL types of visits we follow the LEA's guidelines relating to health and safety and pupil and adult ratios as outlined in the handbook "Educational Visits, Regulations and Guidance." The Governing body sets out the following specific interpretations in relation to its duties. Page and paragraph references are to the Suffolk County Council handbook "Educational Visits, Regulations and Guidance."

The Governing Body :-

- a** nominates the head teacher as educational visits co-ordinator.
- b** approves the delegation to the educational visits co-ordinator the duties as listed in paragraph 2.4
- c** determines the minimum staff / pupil ratios categorised as type 1 under County regulations as set out on page 17. The exception to this is the accompanying of pupils for swimming where one member of staff will travel as an escort on the coach.
- d** determines the following policy in relation to insuring staff and pupils for visits categorised as "Type 1" Additional insurance would not normally be required unless a risk assessment indicates necessity for additional insurance due to the nature of the activity.
- e** endorses the nomination of Head, Deputy and Assistant head as emergency contacts in relation to educational visits.
- f** shall approve all residential visits in advance.
- g** shall receive information on daily visits involving transport in the termly Headteacher's report to the Governing Body
- h.** will require a statement of the objectives for visits.
- i.** reaffirms its charging and remissions policy in relation to educational visits . (See 3 below)
- j.** determines the following arrangements for informing and obtaining consent of parents:-

Type 1 visits - within the local community

A trip not involving any transport, e.g. a walk to a venue or a neighbourhood walk. Parents will be informed when these types of visits take place. Separate permission is not required as on admission to school parents sign a permission slip covering these types of trips.

Type 2 visits - using transport

We ask parents to give written permission for their child to take part in any activity that takes children off the school site using transport, except for LEA contracted activities such as swimming. If we do not receive this written permission, the child will be unable to participate.

Type 3 visits – residential activities

Children in years 5 and 6 may have the opportunity to take part in a residential visit. The residential visit enables children to take part in a variety of activities and is an opportunity for children to develop personally and socially out of the school environment. We undertake this visit only with the written agreement of the LEA. Any specialist activities are undertaken with qualified instructors.

Written permission including medical information is required from parents before a child can take part on a residential visit.

To ensure that all children in years 5 and 6 are given the same opportunity, a series of activity days may be arranged for children not wishing to take part in a residential trip.

Use of Private Cars

The school ensures teachers who transport children in their own vehicles have business insurance cover and that booster seats are used for pupils under the height of 135 cm. Volunteers who use their own vehicles for visits must ensure that their motor vehicles insurance policies specifically permit such use. The school takes no responsibility for this aspect of transportation.

3 Charging for school activities To provide some activities it is necessary to ask parents for a voluntary financial contribution. In the event of costs for such activities not being met it may not be possible to provide these activities.

- 3.1 There are some circumstances when the school can make a charge for certain activities, details are outlined in the school's charging policy.
- 3.2 For the residential trip we make a charge for board and lodging, insurance and any necessary specialist instruction. We ask for a financial contribution to cover the remaining costs. Parents in receipt of state benefits are entitled to request financial assistance.
- 3.3 In certain circumstances, the school can offer to use specified targeted financial support, such as Pathfinder funding, to fully fund a place on a residential trip for a pupil who may be at risk of not taking part in the initiative if the funding is not offered. This will be offered at the discretion of the Headteacher.

4 Curriculum links

- 4.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. These school-based activities will be funded by the school and parents will not be asked to make a contribution towards these initiatives.
- 4.2 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the LEA:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents to hear;
- Design and Technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

- 4.2 We also have regular visits from our neighbourhood police officer and representatives from the local community. These visits support the personal, social and health education of our children. Local religious leaders take assemblies in the course of the school year. We do this with the full agreement of the governing body.