




Brilliance, through Bosland Best

Educational Visits and Activities Policy

Author/Person Responsible	Head
Date of Ratification	07/01/20
Review Group	Resources Chair/Head/SBM
Ratification Group	Resources Committee
Review Frequency	2 years
Review Date	Jan 2022
Previous Review Amendments/Notes	
Related Policies	Charging and Remissions Curriculum Bad Debts and Write Offs
Chair of Governors Signature	



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Rationale

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.

In our school we seek to ensure that the Bosland Curriculum and 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.

Organisation

The Bosland Curriculum and National Curriculum define 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, the Senior Leadership Team and, in the case of residential trips the Chair of Governors agree the corresponding programme of visits and activities.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents/carers during the school year, with as much advance notice as possible.

Visits and activities usually take place within the school day, and the Senior Leadership Team or Chair of Governors approves all such visits in advance. We follow the LA's guidelines relating to child and staff ratio's.

In the case of local outings, with no motor transport, parents/carers will simply be notified of the outing by letter, email or text; having given permission via the admissions paperwork.

Charging for school activities

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances within our school curriculum when the school can invite voluntary contributions for certain activities. The governing body has a charging policy that details the range of activities where a charge can be made. A copy of this is available from the school office or school website

4 Curriculum links

4.1 All educational visits and activities support and enrich the work we do in school. There is 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.

4.2 For each subject in the curriculum the following represents examples of possible activities which includes visits by specialists.

- 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, local schools' orchestra, concerts for parents to attend.



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- 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.
- Citizenship and Safety Awareness: Lifeskills Centre, visits to Community settings.

5 Residential activities

5.1 Children in Year 6 have the opportunity to take part in a residential visit. This activity is in school time. We do make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents/carers in receipt of state benefits or low income families may apply for financial assistance by making an appointment with the School Business Manager.

5.2 The residential visit enables children to take part in outdoor and adventure activities as part of their learning. We undertake this visit only with the agreement of the LA. All specialist activities are undertaken with qualified instructors and appropriate insurance.

6 Procedures for leading staff

6.1 All planned trips must have a named leader who is responsible for organising and evaluating the trip. For Health and Safety and insurance purposes, the group leader must ensure that all paperwork is completed and signed off prior to the trip departing. Please refer to **Appendix A** attached to this policy.



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APPENDIX A

Procedure for Visits and Trips

1. All trips to be announced to families in the termly newsletter well in advance of the date to allow for financial planning and the best success of collecting finances to avoid cancellation.
2. Trip leader to discuss trip with Headteacher or a member of the Senior Leadership Team using the Educational Visits Form (Residential or Non Residential). Headteacher to sign form to indicate discussion has taken place and provisional agreement has been given. In the absence of the Headteacher a senior team member must sign to agree the trip proposal. *This must take place 6 weeks prior to the proposed visit date.*
3. Once initial permission for the trip has been secured, the trip leader may complete the remaining sections of the **Educational Visits Form** and a **Risk Assessment Form**. Trip leader to carry out a visit to the trip site wherever possible, using the information to complete the Risk Assessment. The Educational Visits Form and Risk Assessment must then be shared and discussed with the Headteacher and the trip finally signed off. This must be completed at least 3 working days in advance of the trip.
4. If the trip is a RESIDENTIAL (overnight stay) trip, then the Educational Visits Form (Residential) and Risk Assessment must also be shared with the Chair of Governors, who must also finally sign the trip off. This must be completed at least 3 working days in advance of the trip.
5. Prior to the trip departing, the Trip Leader must prepare a full copy of the Educational Visits Form and Risk Assessment paperwork to take on the visit, including full medical records of all children and staff participating. In the case of a residential visit, full health and personal contact information for children must also be taken.
6. A copy of the **Handbook for Trip Leaders** must be shared with accompanying adults prior to the trip departure day. The **Code of Conduct** must be shared with the children prior to the trip departing and as necessary whilst on the visit. These documents are available in the Teacher Shared Drive, File: Policies and Risk Assessments
7. After the visit, it is the Trip Leader's responsibility to share any information regarding value for money or overall impact and effectiveness of the trip with the Headteacher and/ or School Business Manager.