

EDUCATIONAL VISITS AND ACTIVITIES POLICY

<p>Aims</p>	<ul style="list-style-type: none"> - to enrich the curriculum for our children through a range of educational visits and other activities that add to what they learn in school. - to support teaching staff in the safe planning of trips and activities that take pupils off-site and the safe conduct of them once underway
<p>Organisation</p>	<p>Teachers and the Leadership Team agree the programme of visits and activities in advance of each academic year and /or term.</p> <p>Within each Year Group's programme of work the teachers plan educational visits and activities that support the pupils' learning. We give details of these visits and activities to parents at the beginning of each school term in our school calendar.</p> <p>Visits and activities usually take place within the school day and sometimes during holiday periods and the Leadership Team approves all such visits in advance. We follow the school's guidelines relating to health and safety and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission the child is unable to participate.</p> <p>Charging for school activities</p> <p>Trips during term time are charged to ex-Atherley parents at the cost to the school. Trip costs are included within fees for ex-EPS parents and parents new to HCS. All charges should cover costs of admission, transport and any adult supervisors required. There will need to be two letters for each trip – one for those who pay and one for those who have it included in their fees.</p> <p>Curriculum links</p> <p>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.</p>

	<p>We also have regular visits from our neighbourhood police and fire officers and health workers. These visits support the Personal, Social and Health Education of our children and our Anti-Bullying Policy.</p> <p>Residential activities</p> <p>Pupils throughout the school will have the opportunity to take part in residential visits. All specialist activities are undertaken with qualified instructors.</p> <p>School minibus and coach travel</p> <p>Our minibus meets local authority guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.</p> <p>Educational Visits Co-ordinator (EVC)</p> <p>The school has appointed a member of the teaching staff to act as the Educational Visits Co-ordinator. This is in recognition of the serious, methodical and careful planning that is essential to ensure that trips off-site and residential trips pass off as safely as they can.</p>
<p>Roles and Responsibilities</p>	<p>The Leadership Team</p> <ul style="list-style-type: none"> - supports the EVC in their role - gives final approval for all trips off-sites and residential trips - supports trip leaders in their planning and preparation for trips as appropriate - acts as emergency contact for all residential trips - holds pre-residential meetings with the supervisory team and EVC to run through safety details when needed - support all staff involved in trips and residential trips with regard to high standards of discipline to assist safety <p>EVC</p> <ul style="list-style-type: none"> - ensures that all proposed trips are planned using the school documentation in full and that planning considers all aspects outlined in the procedures as detailed in the Staff Handbook

	<ul style="list-style-type: none"> - raises concerns with the Leadership Team immediately - supports trip leaders in ensuring that all procedures for trips as in the Staff Handbook are followed - assists in the induction of new staff to the trips planning procedure - keeps up-to-date on DfES guidelines for off-site trips and acts as staff advisor of same - attends regular training on the area of educational visits <p>Trip Leaders</p> <ul style="list-style-type: none"> - follow all procedures detailed in the Staff handbook in full - complete all school planning documentation detailed in the Staff Handbook in full – <ol style="list-style-type: none"> 1. Give a request form to Leadership Team 2. Complete the proposal form as fully as possible 3. Once agreement for the trip has been given – write letters to parents and check with LT before sending 4. Before the trip submit full risk assessments and complete other documentation as provided in the staff handbook and available on Sharepoint to the EVC - work with the EVC to ensure all aspects of safety detailed through the school documentation are considered and all areas attended to in full - attend all meetings called in order to ensure good planning and safety - provide guidance to accompanying staff and parents on all safety matters in full - put the health, welfare and safety of pupils on trips first at all times - maintain high standards of discipline on trips in order to enhance safety - communicate fully with parents on all trip matters as detailed in the Staff Handbook - for residential trips organise an information evening for parents in the term preceding the trip
Review Date	September 2007