



# School Visits Policy

<b>Approved by:</b>	The LGB		
<b>Responsible department:</b>	Leadership team		
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## **RATIONALE**

We would like to give the children of our school as many firsthand experiences as possible to promote the enhancement of their learning environment. This will include visits away from the academy premises. Financial considerations will determine the number of visits arranged per year, but opportunities for relevant visits will be considered whenever there is an obvious curriculum link.

## **VENUES**

All venues will be within the United Kingdom.

Due consideration shall be given to the duration of the journey, with regard to both the age of the children and the length of the stay at the venue.

Every effort will be made for Early Years trips to be within an estimated journey time of one hour. Wherever possible, visits will be in the local area to make full use of the school's minibuses.

## **PURPOSE**

The educational value of a trip is of importance, but the social development aspects of the occasion must also be considered.

- During a residential visit, the activities may be adventure based, at a recognised centre with sufficient trained staff.
- A letter indicating the rationale behind a trip is to be sent to the parents when they are notified of any trip.

## **DURATION**

- The duration of residential visits shall not be longer than one academy week.
- Day trips can exceed the duration of the academy day, provided parents/carers are given adequate notification.

## **COSTS**

- The cost of any residential visit will not exceed £280.
- Day visits shall be of a modest cost, working from a maximum base price of £15 per visit with a maximum cost of £20 per academic year plus inflation.
- Parents will be asked to pay voluntary contributions of the whole amount or will be asked for part of the cost if there are financial difficulties.
- Children who are registered as pupil premium may have all trips funded by the school.
- Children whose parents cannot afford the visit must be funded.
- Children whose parents will not contribute towards the visit must be funded.
- If not enough voluntary contributions are received for the visit then the whole visit must be cancelled and/or reassessed.

## **PARENTAL CHOICE**

All children whose parents express a wish that they take part in the visit must be allowed to do so, with the exception that a pupil may be excluded from a school visit if his/her behaviour presents "**a significant, unmanageable and unacceptable risk**" to the health, safety and welfare of that pupil or others on the trip, including the adult leaders.

- Children whose parents do not wish them to go on a visit must be found suitable accommodation in the school.
- Children not going on residential visits shall be given the opportunity to take part in relevant day visits.

## **INSURANCE**

- All children taking part in an academy visit which involves the use of academy minibuses, public or hired transport are insured under the Academy Insurance Scheme.
- In the case of Outdoor Pursuits and Residential Visits, it is essential that the parents be informed in writing of the insurance arrangements. The scope of the insurance cover should be made available to parents on request.
- In the event of children being transported in a private car, the party leader must ensure that vehicles are properly insured to satisfy the Road Traffic Acts including the requirement of booster seats (if necessary).

## **SUPERVISION**

### Day/Part Day Visits:

The following ratios will be used: -

Early Years Rec & Y1	Minimum 1 adult to 6 children (for local walking visits – 1:8)
Y2, Y3 & Y 4	Minimum 1 adult to 8 children
Y5 & Y6	Minimum 1 adult to 10 children

The party must always have a teacher who is employed in this academy as the leader.

### Outdoor Pursuits:

The following document guidelines will be adopted as good practise.

Calderdale education visits guidelines

Any other requirements that may be needed by the Insurers when considering the proposals for the visit.

### Residential Visits UK:

- One adult may be responsible for up to 15 pupils.
- The party must include at least one teacher employed in this academy and the leader of the party must be a teacher.
- Mixed parties of pupils aged ten and over must be accompanied by at least one adult of each sex. Where parties are staying at Residential Centres, Centre staff are not to be included in the supervision ratio.

**THESE LEVELS OF SUPERVISION ARE A MINIMUM REQUIREMENT AND IN MANY CASES A GREATER NUMBER OF SUPERVISORS WILL BE RECOMMENDED BY THE PRINCIPAL.**

## **SAFETY**

In the first instance, coach companies on the academy's approved short list will be used; these companies will have demonstrated excellent standards of safety in terms of age and maintenance of vehicles, driver training and driving policies.

All coaches are fitted with seat belts, and it is our policy to ensure that seat belts are fastened for the duration of all journeys. For local visits of less than half an hour journey time, we may need to use double-decker buses, which are not fitted with seat belts.

In the event of a teacher or other helper needing to take a private car on the visit, the party leader must ensure that the car and coach both follow the same agreed route. Every effort will be made to equip the party leader on the coach and the car driver with a mobile phone to maintain communication.

Local visits will usually take place using the academy minibuses and the school minibus policy will be adhered to.

## **RESPONSIBILITIES OF THE PARTY LEADER**

All visits must be thoroughly researched beforehand; this must include a pre-visit to the destination by at least one teacher in the organising group.

For local visits the party leader must complete a 'Local Visits' risk assessment form and submit it to the Visits Co-Ordinator at least 2 weeks before the visit is due to take place.

The party leader must complete a "Visit Information Form" and submit it to the headteacher for approval at least a term in advance of the proposed visit.

- In the case of residential visits the proposed venue and costs should be discussed with the principal at least nine months prior to the visit taking place.
- In the case of residential visits, party leaders should invite parents to an information meeting prior to consent for their child to participate being requested.
- The party leader should arrange for letters detailing the date/cost/ venue/educational implications of the visit to be sent out, with the principal's approval, in advance of the visit.
- On the day of the visit, the party leader should ensure that all supervisors are aware of the itinerary, that adequate first aid supplies are available and that pupils are registered at regular intervals throughout the day.

## **COLLECTION OF CONTRIBUTIONS**

Parental contributions will be collected on Arbor. Cash payments will be taken under exceptional circumstances.

In the case of residential visits and high-cost day trips, parents will be offered the opportunity of spreading payment over an agreed period of time.

## **APPROVED COACH/AIRLINE COMPANIES**

Kirklees travel info to be added here –