

Educational Visits and Activities Policy

1 Introduction

1.1 At St Anne's we aim 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. Such visits contribute to a child's social development, sense of responsibility and growth in awe and wonder.

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 agree to a corresponding programme of visits and activities each academic year.

2.2 Within each class' programme of work the teachers plan educational visits and activities that support the children's learning. We plan these 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. We follow the LEA'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 will be unable to participate. (See appendices)

3 Charging for school activities

3.1 School can make a charge for certain activities and the cost will be inline with the charging policy. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

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.

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 museums, gardens etc;
- 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, artists in school, 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 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 our parish priest and local clergy.

4.3 We encourage visits from our neighbourhood police officer, firemen and health workers. These visits support the personal, social and health education of our children. A representative from a charity we support may take an assembly. Other local religious leaders may also take assemblies in the course of the school year as well as our own parish priest. We do this with the full agreement of the governing body.

5 Residential activities

5.1 Children in Key Stage 2 have the opportunity to take part in a residential visit. We make a charge for board and lodging, insurance and specialist instruction for certain activities. The charges that we make cover the expenses of the journey only; we do not make any profit from this.

Parents in receipt of state benefits are exempt from payment.

5.2 The residential visit enables children to take part in outdoor and adventure activities. We undertake this visit only with the written agreement of the LEA. All specialist activities are undertaken with qualified instructors.

5.3 We only hire those companies whose coaches have seat belts fitted to each seat. We instruct all children travelling by coach or minibus to wear a seat belt.

Guidelines

Educational Visits and Activities Policy Reviewed February 2006

The following guidelines apply to both residential and day visits:

The ratio must be at least 1:10 for early years and Key Stage 1 and 1:15 for Key Stage 2. A much smaller ratio is advisable in reality and there must be at least 2 adults on every visit.

Every visit must be planned carefully and include a pre-visit by teaching staff. A risk assessment must be carried out on the venue, the results of which must be submitted to the head teacher.

All adults responsible for supervision must be briefed by the teacher in charge regarding all aspects of the visit, i.e. conduct/behaviour/expectation/manners of children and all aspects of supervision in relation to safety and the programme of events. A specific meeting of all adults is recommended and must be held in the case of residential visits.

All the children must be told clearly and regularly prior to and during the visit what is expected of them in terms of conduct/behaviour/manners and all aspects of safety

The children should be organised into specific smaller groups under the direct responsibility of an adult. A teacher should then have overall responsibility for a number of smaller groups.

E.g. Class teacher responsible for 2/3/4 parents.

Each adult should be given a list of names of the children in their group.

Children must not be left unsupervised at any time.

On residential visits, all activities and visits must be supervised. If the activity is a free or chosen activity, an adult should be supervising each activity and clearly explained parameters of behaviour/safety/activities etc. should be explained to the children. It is understood that there will be certain, but few occasions when direct supervision may not be the case all the time.

A first aid kit must always be taken on a visit and should be taken everywhere by a person designated responsible for first aid.

A car must accompany all Residential visits.

Children who require medication must hand this to their group leader. Under no circumstances should children carry their own medication.

Each person travelling must have their own seat which is fitted with an individual seat belt. All coaches are booked through the school office.

Overnight Stays- Additional Guidance:

Before undertaking a visit staff must follow the guidance issued by Cheshire LEA, October 2000.

The flow plan (appendix 1) is to be followed when any visit is planned.

The principles of planning, risk assessment and review apply to all visits. However, the level of detail necessary will vary according to the level of risk.

Category 1: All local visits and activities. Risk assessment (appendix 2) Parents written approval given. (appendix 3) No LEA communication required.

Category 2: Visits other than to LEA maintained centres, involving adventure activities or fieldwork and visits abroad. (Appendix 2&3) Staff undertaking activities with pupils are properly qualified. The LEA must be notified of the visit at least 4 weeks before the visit (appendix 4 Form A)

The nominated visit leader always has overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group. The visit leader must complete an emergency contact form (appendix 5)

Approved by Governors:

Signed:

Date:

To be reviewed:

St Anne's Catholic Primary School Nantwich

RISK ASSESSMENT FORM

Place to be visited:
Date of visit:
Purpose of visit:
Group Leader:
Cost of visit:
Year Group:
Number of children involved:
Adults to be considered in risk assessment:
Risk assessment to be carried out by:
Date of risk assessment:

St Anne's Catholic Primary School Nantwich

INFORMATION REQUIRED FOR BOOKING COACHES FOR VISITS

1	Day & Date	
2	Time coach required to leave school	
3	Time coach required to return to school	
4	Destination	
5	Additional Charges (entrance/workshop etc)	
6	Number of children	
7	Number of adults	
8	Any additional Information	

Bus Company:

Contact:

Cost of transport:

Additional Information:

Date Booking confirmed:

Signed:

St Anne's Catholic Primary School Nantwich

INFORMATION REQUIRED FOR LETTER / INFORMATION FOR PARENTS / CARERS

1	Day & Date of visit	
2	Time coach to leave school	
3	Time coach to return to school	
4	Destination	
5	Total cost to Parents / Carers	
6	Purpose of visit	
7	Uniform to be worn	
8	Lunch arrangements	
9	Form C completed	
10	Signatories on letter	

Any additional Information to be included in letter / information:

No fizzy drinks
 Disposable packed lunch
 Footwear
 Coats

Date letter to be received by Parents.....

Number of copies.....