

## **EDUCATIONAL VISITS POLICY**

Educational visits provide our pupils with opportunities to extend their learning in ways which are not possible within school. They help to develop investigative skills and encourage greater independence. We aim to keep our children safe and healthy at all times although we accept that a certain level of risk is inevitable on school visits.

### Implementation

1. The Class Teacher should discuss any proposed visit with the Executive Headteacher so that the educational and financial implications can be established. Under normal circumstances a class should undertake no more than one visit a term because of costs. Local visits are preferred also to keep costs to a minimum. Risk to children's health and safety, distance, time spent travelling and the educational value and the children's prior experiences as well as cost will be taken into account before a decision is made.
2. The Class Teacher should the initial details on the School Visits' Request form and a risk assessment and return to the Executive Headteacher for approval. Residential visits will be approved by the full Governing Body.
3. The Clerical Assistant will then make provisional bookings and work out costings.
4. If these details are satisfactory to the Executive Headteacher and Class Teacher then the Clerical Assistant will confirm bookings and send out letters to parents.
5. The letter must contain full details of the cost making it clear that we are requesting a voluntary contribution but that the visit may have to be cancelled if we do not receive sufficient voluntary contributions. If parents express a concern about being unable to meet the cost then they may pay in instalments. No child may be excluded from a visit through inability to pay. (See Charging and Remissions Policy.)

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6. The letter must also give details of the destinations, the educational value, details of any hazardous activity, the clothing to be worn, the lunch arrangements (no fizzy drinks or glass bottles or sweets) and whether any pocket money may be brought.
7. Staff should visit the venue before the proposed visit takes place if at all possible.
8. Parents may be asked to help on the visit – there should be a ratio of one to six adults for children Y1 – Y3 (more if possible for under 5s) and a minimum of one to ten-fifteen in Key Stage 2. Wherever possible two members of staff will go on the visit. A second adult, usually a member of staff, will be designated as the second person in charge in the event of an emergency involving the leader.
9. The letter must contain a tear-off permission slip. A permission slip must be obtained from every child . An annual permission is sought to cover local village visits involving no cost.
10. The final details must be completed on the School Visits' Form and a copy of the form left in the Office. The teacher should take the original with her.
11. A First Aid and Travel Sickness kit should be taken and an adult will be designated as First Aider, where possible this person will have a qualification. A mobile 'phone should be carried.

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