

Buxton Primary School

Policy on Educational Visits

The school has formally adopted, through its IEB, the Norfolk Policy and Guidance for Educational Visits'.

Further school procedures have been agreed with the IEB (detailed below) to ensure that this Policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school brochure along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours Clubs (music, wildlife, art, science, sport, cooking etc)

School teams

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential Visits

Adventure Activities, which might be classed as higher risk.

Out of school hours clubs and day trips run by the school will be offered to pupils and if sufficient donations are received then the trip will take place. Residential trips will be offered to specific Year groups (usually Key Stage 2) and pupils will have to fund their place in full. The trip will be self funding.

Approval Procedure and Consent

The Headteacher is the Educational Visits Coordinator (EVC) and the IEB has approved this appointment.

The IEB has delegated the consideration and approval of educational visits and other offsite activities to the Pupils and Curriculum committee.

Before a visit is advertised to parents by the class teacher, the headteacher must approve the initial plan. The completed plan and all related Risk assessments for the visit will be approved by the Headteacher at a later date.

All plans for a visit and related risk assessments are placed on to EVOLVE the local authority's educational visits website. This ensures that all visits comply to the Local Authority's Educational Visits policies and procedures relating to approved venues, transport providers, volunteer helpers etc.

These procedures ensure that for all visits parents give their full consent. All standard Local Authority forms are used for these purposes.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter/phone call if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a consent letter. The school has a standard model letter, which will be used for this purpose.

Review Date November 2012

Signed on behalf of IEB: _____

October 2009