

## SCHOOL VISITS POLICY

### Principles and Purpose

- To ensure that all pupils have fair and equal access to experiences outside school.
- To ensure that such activities cause the minimum disruption to normal school life.
- To ensure the safety and wellbeing of all staff and pupils taking part in activities out of school.

### Broad Guidelines

School visits provide invaluable educational and social experiences for pupils and fall into two categories:-

- Curriculum visits which form an integral part of a current course and usually take place during school hours.
- General visits which are not directly linked to pupils current work and take place outside normal school hours or on specially designated days.

All curriculum visits should involve the majority of the year group or should be a planned series of visits targeted at specific teaching groups and specific curriculum activities. All pupils should be given the opportunity to go on the same number of visits relevant to their current work.

No pupil's education should suffer because they do not take part in a curriculum visit. Pupils from the target group who do participate in the visit must have the opportunity to study work of a related nature.

For pupils to achieve maximum benefit from curriculum visits staff should include in their lessons the appropriate preparation and follow up activities.

One coach visit offered to all pupils across a year group is more suitable for activity day, weekends, or holidays.

## Responsibilities

- The Head, on behalf of the Governors, has overall responsibility to approve all school visits.
- The Educational Visits Coordinator is responsible for the monitoring and implementation of LEA guidance and school policy.
- Pastoral and Curriculum Team Leaders are responsible for the general coordination and suitability of visits within their area of responsibility.
- The group leader will liaise with the above staff and be responsible for the organizing and running of each specific visit.
- A teacher will be nominated as deputy leader and will take over the running of the trip in any unforeseen circumstances.

## Implementation

### All visits

- Must be approved in principle by the Head on behalf of the Governors.
- Through the network facility Evolve, applications for approval of school visits must be submitted to the Educational Visits Coordinator who will obtain formal approval from the Head, Governors and if appropriate the LEA. (Overseas, residential and adventurous visits require eight weeks notice).
- The LEA checklist must be completed and countersigned by the EVC.
- Staff organizing their first trip must complete an induction session with the EVC

### For visits during school time

- The teaching load of staff concerned should be taken into consideration so as to cause as little disruption as possible to the education of pupils remaining in school.
- The proposed date must be agreed with the Cover Manager before any firm bookings are made.
- Unless there are specific practical requirements all pupils taking part in visits during school time will wear Kingstone uniform.

### Summary of essential procedures for all visits

- The Party Leader proposing the visit obtains verbal approval from the Head before starting to organize the visit.
- The Leader checks with the EVC that full approval has been granted before making any firm arrangements.
- All coach bookings, payments and letters home go through the General Office as support staff are fully aware of the correct procedures.
- All Party Leaders make an appointment with the EVC shortly before the visit takes place to go through the checklist together.

All the necessary documents and advice can now be found on Evolve, other relevant documents can be found on the school intranet and the EVC is always willing to offer advice training and guidance.