

# Britannia Primary School and Nursery



## Educational Visits Policy

**‘Developing responsible citizens, confident individuals, and independent learners’**

<i>Prepared by</i>	<b>K Hart</b>
<i>Adopted by Governors on</i>	<b>Summer Term 2025</b>
<i>Committee</i>	<b>LAB</b>
<i>Signed by Chair of Committee</i>	<b>J Rogers</b>
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## Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

## 1 Introduction

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural and physical development, and prepares them for the opportunities and experiences of adult life.
- 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 program of learning for each school year. In addition, teachers and governors have agreed that teachers may organise a program of visits.
- 2.2 Within each class's program of work, the teachers plan educational visits and activities that support the children's learning. We plan other activities as the school year progresses and inform parents of these with the aim of providing as much notice to parents as we possibly can in order that they can budget for trips accordingly. This is particularly important as pupils enter Years 5 and 6 as these years include residential school trips which can become expensive and difficult to support if parents are not given sufficient notice.
- 2.3 Visits and activities usually take place within the school day, and the Local Advisory Board approves all such visits in advance. The school has a procedure to guide the planning of an educational visit. The school's Educational Visits Coordinator (EVC) attends training on the effective use of this system when planning for school residential trips. School trips in general require authorization from the Principal following receipt of details of the proposed visit and the completion of a risk assessment using forms EV1 and EV2. These must be received by the Principal in advance of the visit taking place.

**For ALL types of visits** we follow the LA's guidelines relating to health and safety and pupil and adult ratios as outlined in the handbook "Educational Visits, Regulations and Guidance." The Governing Body sets out the following specific interpretations in relation to its duties. Page and

paragraph references are to the Suffolk County Council handbook “Educational Visits, Regulations and Guidance.”

The Local Advisory Board:-

- a** nominates a member of staff as educational visits coordinator.
- b** approves the delegation to the educational visits coordinator the duties as listed in paragraph 2.4
- c** determines the minimum staff / pupil ratios categorized as Type 1 under County regulations as set out on page 17. The exception to this is the accompanying of pupils for swimming where one member of staff will travel as an escort on the coach.
- d** determines the following policy in relation to ensuring staff and pupils for visits categorized as “Type 1” Additional insurance would not normally be required unless a risk assessment indicates necessity for additional insurance due to the nature of the activity.
- e** endorses the nomination of SLT members as emergency contacts in relation to educational visits.
- f** shall approve all residential visits in advance.
- g.** reaffirms its charging and remissions policy in relation to educational visits. (See 3 below)
- h.** determines the following arrangements for informing and obtaining consent of parents: -

Type 1 visits - within the local community

A trip not involving any transport, e.g. a walk to a venue or a neighbourhood walk. Parents will be informed when these types of visits take place. Separate permission is not required as on admission to school, parents sign a permission slip covering these types of trips.

Type 2 visits - using transport

We ask parents to give written permission for their child to take part in any activity that takes children off the school site using transport, except for activities such as swimming. If we do not receive this written permission, the child will be unable to participate.

Type 3 visits – residential activities

Children in Year 5 and Year 6 have the opportunity to take part in a residential visit. The residential visit enables children to take part in a variety of activities and is an opportunity for children to develop personally and socially out of the school environment. Any specialist activities are undertaken with qualified instructors. Written permission including medical information is required from parents before a child can take part on a residential visit. To ensure that all children in Y5 and Y6 are given the same opportunity, a series of activity days are arranged for children not wishing to take part in a residential trip.

The school seeks to plan and deliver residential trips which are beneficial and accessible to all pupils irrespective of their physical or academic profile. There may be circumstances in which school seeks to work with parents in order to ensure that pupils’ well-being and ability to cope independently on a residential trip are secured and in certain circumstances, individual pupils may require the support of additional adult help and support. The school is entitled to inform parents of pupils for whom it is felt that the trip may place undue pressure on their well-being, or

the well-being of others within the residential group, based upon their maturity and ability to cope effectively being away from home.

#### Use of Private Cars

Volunteers who use their own vehicles for visits must ensure that their car insurance policies specifically permit such use. The school takes no responsibility for this aspect of transportation.

### **3 Charging for school activities**

The Local Advisory Board 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.

- 3.1 To provide some activities it is necessary to ask parents for a voluntary financial contribution. In the event of costs for such activities not being met, it may not be possible to provide these activities.
- 3.2 There are some circumstances when the school can make a charge for certain activities, details are outlined in the school's charging policy.
- 3.3 For the residential trip, we make a charge for board and lodging, insurance, and any necessary specialist instruction. We ask for a financial contribution to cover the remaining costs. Parents in receipt of state benefits are entitled to request financial assistance.
- 3.4 In certain circumstances, the school can offer to use specified targeted financial support, such as Pupil Premium funding, to fully fund a place on a residential trip for a pupil who may be at risk of not taking part in the initiative if the funding is not offered. This will be offered at the discretion of the Principal.
- 3.5 The school makes parents and carers aware of the fact that funds can be applied for through local charitable organizations such as the Northgate Foundation which is able to support families on modest means by contributing towards the cost of their residential trip.

### **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. These school-based activities will be funded by the school and parents will not be asked to make a contribution towards these initiatives.
- 4.2 For each subject in the curriculum there is a corresponding program of activities which includes visits by specialists. All these activities are in line with guidance published by the LA:
  - English – theatre visits, visits by authors, poets and theatre groups;
  - science – use of the school grounds, visits to botanical gardens;
  - 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, 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 local clergy.

**4.3** We also have regular visits from our neighbourhood police officer and representatives from the local community. These visits support the personal, social and health education of our children. Local religious leaders take assemblies in the course of the school year. We do this with the full agreement of the governing body.

**Expectations of pupils and parents/carers on residential trips**

Pupils on an educational visit will follow the code of conduct set out for the school, as seen in the Behaviour Policy. Pupils whose behaviour is such that the visit leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The visit leader will consider whether such pupils should be sent home early, and parents/carers will be expected to cover any costs of the journey home early.

**Emergency Procedures**

The trip leader will have in their possession, at all times, full details of all pupils and accompanying adults, including the home contact details of parents/carers and next of kin, as appropriate.

All incidents and accidents occurring during a visit will be reported to the Principal on return and recorded following normal school procedures for reporting and investigating accidents.

Keith Hart  
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Educational Visits Coordinator