

Educational Visits And Activities Policy

1. Introduction

At Tweseldown Infant School we offer children an inclusive, broad and balanced curriculum that promotes their spiritual, moral, cultural, intellectual and physical development, and prepares them for the opportunities and experiences of adult life. As part of this curriculum, opportunity is frequently taken to enrich and enhance learning through outdoor learning, educational visits and visitors to school.

We believe that providing children with learning opportunities that take place outside of the classroom, whether this is just beyond the classroom or journeying further afield offer many benefits. When planned and organised effectively, these opportunities can develop key skills, raise achievement by boosting self-esteem and motivation, develop social education and citizenship, promote education for sustainable development and promote health and fitness.

2. Guidance

There are three layers to the administration of our work in this area of school life:

- a) National guidance / requirements
- b) Employer guidance / requirements
- c) School-level guidance / requirements

Our school policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance; their approach is in line with National Guidance. We have bought into the Service Level Agreement with HCC for this service. This gives us access to the EVOLVE facility for managing educational visits.

3. Types of Educational Visit

All educational visits and activities support and enrich the curriculum that we have planned in school. Year teams identify the educational visits or visitors into school that will enhance and enrich their year group's curriculum.

The role of the Educational Visits Co-ordinator (EVC) is to oversee this process, offering advice as required and scrutinising and approving Education Visit forms. The Deputy Headteacher is the current EVC.

Each curriculum subject is enriched in as many different ways as possible to make learning 'deep', fun and memorable for the children.

Typically, each term in school features a visit out or visitor in for each year group. The following are examples

- ✓ Visits to museums, galleries and theatres
- ✓ Visits to other schools – in particular for music and sport
- ✓ Visits to local churches
- ✓ Visitors into school linked with curriculum subjects
- ✓ Visitors from the police, fire service and health professionals
- ✓ Visitors from members of different faith groups
- ✓ Visitors from theatre groups.

Other trips maybe organised to increase a pupil's cultural capital.

4. Working in Partnership with Parents

There are two layers to the permission that we seek from parents or carers:

1. **Local Area:** this applies to activities that happen in school time, on or within 15 minutes' walk. These are available to all children in the year group, or whole-school. These are the activities that form a core part of our curriculum during a term for example walking to. These activities are communicated through the school website, weekly newsletter and / or termly letter home from the year group. Permission is given for these when a child first starts school.
2. **Written Permission Required: Day Trip / Activity During or After School Hours.** This covers the majority of our visits out of school. For these activities, we will publish information about what the trip entails, clothing the children should wear, whether food is required. We will require written parental permission before the child can participate. These visits require the adult leading them to complete either an EVOLVE form or 'School Activity Form.' The EVC communicates which method of approval is required from the teachers. Most visits of this type can be authorised by the EVC.

Our Charging Policy sets out how we gather funds to cover the cost of educational visits. This information is reviewed annually by the governing body; it is communicated to parents, by letter and at any relevant year group induction activities. Parents are welcome to pay in instalments.

5. Planning

The first consideration for all educational visits is to identify the educational benefits for the children. The next consideration is value for money; questions we would ask include: can we achieve the same educational benefits on-site or nearby? Can we access the venue using public transport or staff / parent vehicles? We would then go on to consider the 'risk benefit' i.e. how can we achieve the best benefits by managing all associated risks?

When planning and organising an educational visit, teachers must complete all sections of the relevant Approval Form: the School version or the HCC version on EVOLVE. Any visit planned using EVOLVE must include a copy of the HCC Risk Assessment being attached.


In the lead up to the visit the visit leader will share organisational information with the adults coming on the trip. This will include a briefing on the day of the trip to adults and children. A copy of all permission letters, medical forms, EVOLVE forms, risk assessment and adults' medical needs / emergency contacts will be available to the Office team on the day, for the duration of the visit.

6. Evaluation

Following any visit that has required a 'School Activity Form' or an EVOLVE form, we evaluate the areas of success and any improvements required for next time. These evaluations are stored centrally in school, on the Teacher Resource Pool.

Date of review: Spring 2024

Date Ratified by Governing Body: Spring 2024

Signed by Chair of Governors: 

Signed by Headteacher:

Next review date: Spring 2027

Member of staff responsible: Headteacher

Governing Body or Governor(s) / Committee(s) responsible:

School Activity Planning Form: To be used for ALL Sports Visits (away)

(i.e. those not recorded on EVOLVE)

(Please circle correct choices / fill in the blanks)

* Date of the Event: Leaving School at: Expected to end by:

* Venue: (approx. journey time to get there from school)

* Activity: Match / Tournament / Other (please specify if Other)

* No. of Children Going:

Names of Children Going: Please add in medical needs under the child's name where relevant			

* Names of School Adults Going.....

* Lead adult's: Mobile phone No:

* Transport Out: Walking / Cars* / Coach

* Transport Home: Walking / Cars* / Coach

DON'T FORGET:

- ✓ First Aid Kit
- ✓ Any medical equipment required by the children – inhalers etc
- ✓ Copy of Permission Slips with You
- ✓ List of Children Going Left with the Office
- ✓ Copy of Permission Slips Left with the Office
- ✓ Any sports equipment you need to take
- ✓ School camera – no photos should be taken on staff mobile phones
- ✓ Emergency Contact Number for the time you are out =
School 01252 628843

Form completed by (activity leader) :

Approved by: / Date:

(* Only cars / drivers for whom Safeguarding Policy 'Transporting of Pupils by parents' has been completed)