

Toll Bar Primary School

Educational Visits and Activities Policy

1 Introduction

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2 At Toll Bar Primary 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.
- 1.3 Such visits and activities must have a clearly defined educational purpose related to the needs of the curriculum or the social development of the pupils.

2 Organisation

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits.
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents and governors.
- 2.3 Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LEA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.
- 2.4 Staff must organize all visits in detail using the LEA planning forms and consulting with the Headteacher to :
 - Provide useful activities for all pupils
 - Provide maximum safety
 - Allow for financial viability unless otherwise agreed
- 2.5 Whatever the activity group sizes should be limited to minimize any elements of danger or potential misbehaviour which a larger group might create. LEA ratios are the maximum allowed.
- 2.6 All out of school trips must involve at least one teacher. The teacher must exercise 'a duty of care' at a higher standard than that which might be expected from our ordinary parents. Such 'in loco parentis' care operates as long as pupils are involved in the activity and continues until pupils have been returned to the care of their parents or have been dispersed at the end of an otherwise normal school day.

3 Charging for school activities

- 3.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made.

4 Curriculum links

- 4.1** All educational visits and activities support and enrich the work we do in school. There is 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.
- 4.2** For each subject in the curriculum there is a corresponding programme of possible activities which includes visits by specialists. All these activities are in line with guidance published by the LEA:
- English – theatre visits, visits by authors, poets and theatre groups;
 - science – use of the school grounds, visits to botanical gardens and science agencies
 - mathematics – use of shape and number trails in the local environment;
 - history – castle visits, study of local housing patterns, museums;
 - geography – use of the locality for fieldwork, village trails;
 - art and design – art gallery visits, use of the locality, visiting artists
 - PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
 - music – visits by specialist musicians, specialist teaching, extra-curricular activities, 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 health workers. These visits support the personal, social and health education of our children. A local clergyman takes assembly when requested to visit. Other local religious leaders may also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

5 Residential activities

- 5.1** Children in Years 2 to 6 have the opportunity to take part in residential visits. These activities may in or outside school time and linked to the National Curriculum and social development. The charging policy outlines possible charges. Parents in receipt of state benefits are exempt from some payments.
- 5.2** Some residential visits enables children to take part in outdoor and adventure activities as part of their PE work. All specialist activities are undertaken with qualified instructors.

LEA Activity Categories

A risk assessment must be carried out for every activity and the results used to decide if the trip is acceptable and what planning needs to be carried out.

Category A

These activities are curriculum based and take place:

Largely within school
Within 0.25 miles
On a regular basis
As part of the regular curriculum
Within two minutes of assistance.

Examples include:

Swimming pool visits
Local estate and shops
Inter-school sports
Walks outside perimeter of school grounds
Traffic surveys in vicinity of school

Minimum adult/pupil ratios are:

Foundation	1:2	
	Teacher and Nursery Nurse should not have a group	
Key Stage 1	2:15	1:8 thereafter
	At least one adult must be a teacher	
Key Stage 2	2:24	1:10 thereafter
	At least one adult must be a teacher	

Signed

Date of Review: December 2013

Date of next Review: December 2015