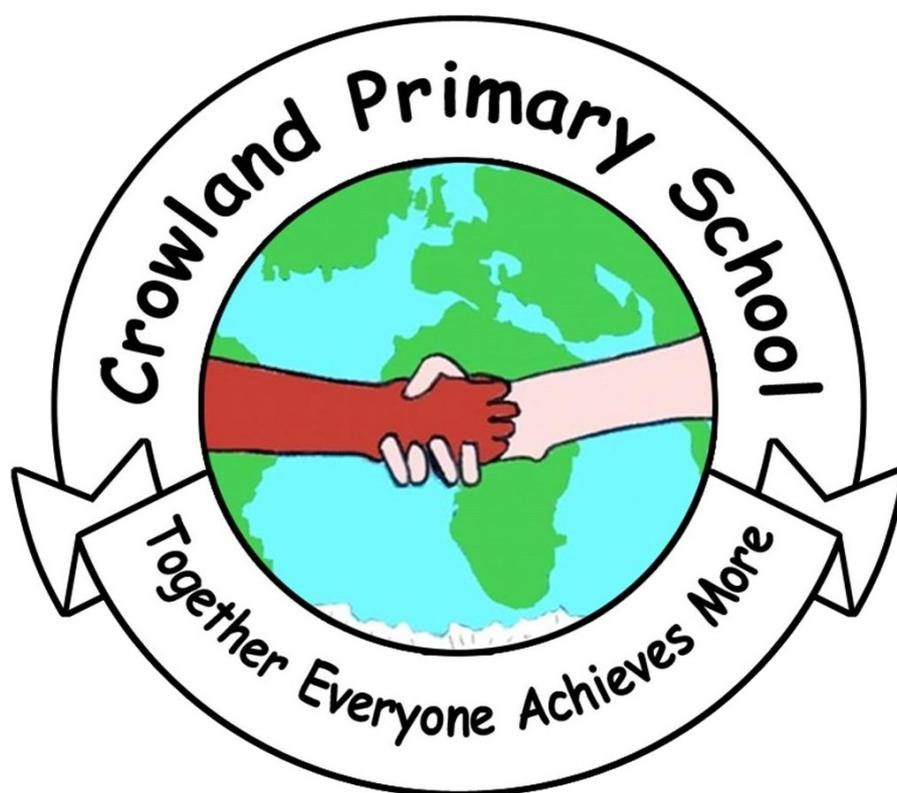


CROWLAND PRIMARY SCHOOL



School Visits Policy 2015

Crowland Primary School Policy on School Visits

The staff of Crowland Primary School aim to provide a broad and balanced curriculum and believe that school visits are an essential learning and teaching resource.

The school is particularly fortunate in being located in London which offers a wealth of possibilities for varied and interesting visits.

Aims:

- to provide at least three educational school trips per year for each class, (usually one trip per term)
- to provide one fun trip for each class near the end of the school year
- to encourage the pupils to avail of the many opportunities London has to offer and visit museums, theatres, churches and other places of interest themselves.
- to encourage pupils to take responsibility for their own safety and that of others
- to help pupils appreciate and understand different environments and cultures
- to develop pupils' self-esteem and help them take responsibility for their actions
- to teach pupils to co-operate and respect the needs of others
- to let pupils understand the need for codes of conduct
- to develop new skills, competencies, values and attitudes
- to build up a positive attitude to health, fitness and well being amongst the pupils.

Curriculum Links:

All educational visits and activities support and enrich the work done in school. The majority of visits relate directly to areas of learning for individual classes, whilst others relate to general topics. For each subject in the curriculum there is a corresponding programme of activities:

RE Visits to places of worship

English Visits to theatres and cinemas, story sessions in museums

Science Visits to museums (eg. Science museum), nature reserves (eg. Railway Fields)

Mathematics Visits to secondary schools, maths trails, maths in the local environment

History Workshops and visits to museums, local places of interest

Geography Use of the locality for fieldwork, nature centres, (eg. the River Lea)

Art Visits to art galleries, art departments of secondary schools

DT Visits to museums, local places of interest, (eg, park)

PE Range of sporting fixtures, visits to the local football club

Music Visits to Concert halls, theatres

ICT Workshops in City Learning Centre, secondary schools

Residential Activities:

All children in KS2 have the opportunity to take part in a residential visit. The current residential trips available are Moat Mount in Barnet for year 3-4 (one night and 2 nights respectively), Pendarren in Wales for year 5, and year 6 currently have the opportunity to visit Paris through the PGL experience for 3 nights. The visit take place in term time, from

Monday to Friday and may take place at any time of year. The visits are linked to the National Curriculum and enable the children to take part in outdoor and adventure activities related to Geography, History, French (France trip) and PE. It also gives the pupils the opportunity to develop their PSHE (Personal, Social and Health Education) skills, as for many it is their first time away from their families. All specialist activities are undertaken with qualified instructors. During the visit the children do not have contact with their families except in the event of an emergency or if the child is distressed.

The residential trips for Crowland give them the opportunity of independence and being away from their families. The residential trips also give them the opportunity to spend time with their peers and gives them the experience of short term separation from their families in a safe supervised environment with staff with whom they are familiar. We don't encourage parents to call the centres as the children are out on activities during the day and the centre staff are very busy ensuring the centres are running efficiently, and from previous experience we have found that contact with parents during the visit can often leave them feeling anxious. During all residential trips the school keep parents updated through daily text messages and updates on the school website. Prior to a residential visit the school will have a meeting with the parents and explain what to expect and answer any questions. Mobile phones, MP3 players, hand held electronic games, ipads, Tablets etc are not allowed as the school will not accept responsibility for loss or damage of any such equipment. Cameras however are permitted but are the responsibility of the children. For this reason we would recommend you do not send expensive cameras ideally disposable cameras are preferred. Parents will be given an information pack with clear guidance on personal belongings required for each trip and contact information. In the event of any accident, emergency or a child becoming extremely distressed parents will be contacted immediately.

Transport:

Wherever possible we aim to use public transport on school trips. This enables pupils to familiarise themselves with London's extensive transport network. In line with the Local Authority (LA), double-decker buses can only be used on trips that take place within London. The LA stipulates that on coach trips each child must have access to a seat belt.

Ratio of adults to pupils:

In accordance with Haringey guidance:

Staffing ratios for each visit will depend on risk assessments. A general guide to adult pupil ratios is as follows:

One adult for 2 Pupils Nursery and Reception

One adult for 6 pupils in Years 1 - 3.

One adult for 15 pupils in years 4 - 6.

One to one support assistants for pupils with SEN do not count as part of the ratio for the group.

Adult Volunteers:

We do at times ask for parent volunteers to go on school trips so that the visit can go ahead and can be adequately supervised. The volunteers are placed on a register and are offered training and we make a note if they are CRB checked. We also try and ensure that they are well known to the other adults and pupils who are going on the trip.

Organisation:

- Parental permission must be obtained in writing before visits outside the local area take place.
- Unless told otherwise (in specific circumstances) children must wear full school uniform.
- Children not going on visits will be set appropriate work by their class teacher and will be expected to stay with another class.
- Children should not stay at home because they are not going on the school visit.

Educational Visits Co-ordinator (EVC):

By law all schools must have an EVC.

The EVA in Crowland is Mr Mark King

The role of the EVC includes:

- supporting the staff in the preparation of school visits
- acting as a resource for the school on any educational visit issue
- preparing, in consultation with the teachers, the risk assessment for each visit
- checking all visit plans with the head teacher

First Aid:

On every school trip a first aid kit is carried by one of the staff members. Any other specific medications (asthma pumps, epi pens) are also carried. At least one staff member going on the trip will have appropriate First Aid training.

Insurance:

Appropriate insurance is obtained prior to any visits outside the local area.

Cost:

We aim to keep the cost of any school trip as low as possible. When parents are asked for a contribution, this covers entrance fees, insurance, travel and other expenses. The school always seeks to support disadvantaged children and will look to meet or contribute to the cost of school trips.

Pupil Safety:

The safety of the pupils is our first priority on all educational visits. Before each visit pupils will be briefed regarding:

- Where they are going and the purpose of the visit
- The method of transport
- The need for good behaviour and consideration for members of the public
- The importance of not talking to strangers or going with them

- General road safety rules
- Appropriate footwear and outdoor clothing

Packed lunches

If any child's behaviour either in school or on a previous school trip is deemed unacceptable and a safety risk to himself/herself or the rest of the group, that child will not be taken on a school trip. In such a situation the child will be expected to stay in school and will be set work for the day by the class teacher.

Each adult will carry a list of the pupils, staff and volunteers going on the school trip, as well as the phone numbers of the school, the venue and the other adults in the group. During the trip the pupils will be counted regularly and especially before moving to a new location.

Revised January 2015

Reviewed January 2018