

loving laughing learning



Mission Statement

St. Patrick's Catholic Primary School offers distinctive education within a caring Christian community where everyone can feel valued, confident and secure.

We believe that each person is gifted, unique and loved by God.

By working in partnership we create a challenging, stimulating and effective learning environment where Christ is our inspiration.

Educational Visits Policy

Last updated: Summer 2024	
Next Review: Summer 2025	
Headteacher Signature Mary Jenkinson	Vice chair of the LAC Barbara Clements



Diocese of
Hallam



GENERAL STATEMENT

At St Patrick's School we recognise the value of educational visits as they allow learning to take place in a different environment, often in ways that we are unable to teach in school.

Educational Visits should be linked to curricular work and extend the opportunities that we are able to offer in school.

THE RATIONALE FOR EDUCATIONAL VISITS

Educational visits can bring learning to life in a number of ways:

- they provide opportunities for children to learn through first hand experience
- they give the opportunity for in depth study of a topic
- they provide opportunities for children to develop empathy with the topic
- they encourage all children, regardless of ability, to develop their understanding
- they provide a fun way of learning

AIMS

We aim to enable our pupils to:

- have regular experience of learning out of school
- develop social skills by interacting with other providers
- develop cross curricular learning out of school
- have the opportunity to take part in residential visits

PLANNING

Teachers need to take careful consideration when planning educational visits, they need to think not only about the potential educational value but also of the risks involved and also costs of the visit.

In planning educational visits staff should follow the planning guidelines – see appendix 1

CHARGING FOR SCHOOL VISITS

One of the major barriers to running school trips is the cost. We cannot force parents to pay for educational visits but must ask for voluntary contributions to allow us to cover the cost. Whilst school is prepared to subsidise the cost of trips to a degree it is not able to fund them fully and therefore, if insufficient parents are willing to pay the voluntary contribution visits may have to be cancelled. Particular thought has to be given to those families in receipt of government benefit support and the governors are happy to allow the headteacher to use discretion in these matters.

SAFETY

All educational visits take place on the condition that appropriate risk assessments have been completed. Nottinghamshire LA issues annual, generic risk assessments covering a wide range of experiences. The relevant generic risk assessments should be consulted in the completion of a specific risk assessment for each visit. All teachers leading a visit must keep a careful eye on the conditions on the day and adjust any plans according to changing circumstances.

A qualified first aider must be present on all educational visits and have access to a first aid kit.

ACCIDENT PROCEDURE

The teacher in charge of a visit should always have a mobile phone with them, so they can contact the necessary services. If an accident occurs the teacher in charge of the visit must deal with the situation as appropriate. They should have the Notts CC visit card with them which gives guidance on dealing with emergencies.

PARTICIPATION

All children should be encouraged to take part in educational visits, children with SEN should be considered when selecting suitable locations for visits and they should have appropriate support to enable them to get the most out of the experience as possible.

RESIDENTIAL VISITS

We are committed to giving children the opportunity to take part in residential visits during their time at St Patrick's. Our aim is to run an annual residential visit which will usually be open to children in Years 5 and 6. This is dependent on the number of children in each cohort, the location of the residential and cost factors.

Due to the nature of our school we have to change the location of the residential visit to prevent children doing the same thing year after year. We aim to give the children time away from school gaining a new set of skills and experiences.

The cost of residential visits is high in comparison to other visits and particular thought has to be given to those families who may not be able to afford them. The headteacher will make it explicit that no child should miss out on a residential due to cost implications.

Residential visits are dependent on staff volunteering their time to lead and support them.

ASSESSMENT AND RECORDING

Photographic evidence is a wonderful way of gaining evidence of the success of school trips. These can be included in follow up work carried out in school.

CROSS-CURRICULAR ISSUES

All visits are, by nature, cross curricular as they offer so much other than the specific focus of the visit. They are great ways of developing geographical skills and knowledge and offer countless opportunities for developing mathematical skills, such as by buying gifts in a shop. These aspects should be considered when planning visits.

MONITORING AND EVALUATION

The EVC co-ordinator will monitor the planning of educational visits and ensure that risk assessments are carried out prior to them taking place.

Appendix 1 – Planning an Educational visit

Identify a suitable location for a visit to link in with the curriculum.

Seek agreement from the headteacher for the visit in principle.

Contact the venue to make a provisional booking.

Ask the office staff to arrange transport and make provisional booking with them.

Work out costings for the visit and check these with the headteacher, agreeing on a final price.

Check that sufficient staff / adult helpers are able to attend

If the lead teacher wants to take additional support staff they must get permission from both the headteacher and any colleague who will miss out on support as a result of the TA going on the trip. Remember that if part time TAs are going to claim additional hours this adds to the cost of the trip and must be checked with the headteacher first.

Once permission for the trip to proceed is given, ask the office to confirm details with venue and transport company. Office staff to inform cook that some children will be absent on given day.

EVC to provide lead teacher with relevant risk assessment information.

Lead teacher to carry out preliminary visit and complete risk assessments.

EVC to check risk assessments and give go ahead for visit.

For the case of residential visits EVC to send off relevant documentation to the LA for approval

Letter to be sent home outlining visit aims and costs and to include permission slip.

Money to be paid via parent pay.

Visit to take place.

Any receipts for fees paid on the day to be retained and returned to the school office.

Feedback to be given to headteacher on success of day.

Office staff to pay invoices as they are received.

--

Educational Visit Proposal Form / check list			
Location of visit:			
Class:			
Lead Teacher:			
Proposed Date:			
EVC informed			
Governors informed			
Provisional Booking		Confirmed Booking	
Provisional transport booking		Confirmed transport booking	
Check staffing needed			
Check first aider			
Costs calculated			
Kitchen notified			
Preliminary visit			
Risk assessments completed			
Letter home			
Permission slips / money in			
Check bookings with venue and transport company			

Cost Calculator			
Entry Fee – per child		Number of children	
Entry Fee – paying adults		Number of adults	
Child entry fees			
Adult entry fees			
Total entry fees			
Transport cost			
TOTAL COST			
Cost per child (total cost / no of children)			
Agreed price			
Additional staff costs			