



## **CHARGING POLICY FOR EDUCATIONAL VISITS**

Chestnuts Primary School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits. This is part of the school's required role to provide an exciting and engaging curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life. It also enables children to complete the 101 'things to do at Chestnuts' challenge.

Each year the school will arrange at least 3 activities per year group (as a minimum) that take place off the school site and/or out of school hours. There will also be an overnight stay in KS1 and Years 3 and 4, a 1 night residential in Year 5 and a multiple night residential in Y6. The Governing Body has given its approval to the following types of activities arranged in support of the educational aims of the school:

### **Approval Procedure and Consent**

The Headteacher has nominated an Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and has nominated one member of the Governing Body to liaise, as necessary, on behalf of the Governing Body.

The Headteacher will keep the Governing Body aware of its Educational Visits events & programme via the normal Headteacher to Governors reporting process. The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Headteacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date, but no less than 2 weeks before the date of the trip, except in exceptional circumstances.

For regular out of hours clubs and nearby school time visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable and information for the activities that pupils are involved in and will be informed if an activity has to be cancelled. This will normally be updated each term.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their son/daughter taking part. Parents and carers will be fully informed of the activities and arrangements for the visit.

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in



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organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement.

However, for some trips we do invite parent helpers from other year groups to ensure appropriate child adult ratios.

To ensure the Health and Safety of all pupils, we discourage the attendance of parents and carers at trip venues without prior arrangement beforehand in liaison with the Group Leader and EVC.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments

## Remissions Policy

The School will ask for contributions for all school trips and visits at the start of the year at a flat fee of **£30 per child per year**. This can be paid in instalments. Residential trips are at an extra cost. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute will not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. **Pupil premium funding may be considered for eligible children to fund trips and residential visits as they have an educational focus.** This is at the discretion of the school and the families concerned.

## The expectations of Pupils

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. The Health and Safety of all the children must always take priority.

## Emergency Procedures

The school will appoint a member of the school team as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

## Evaluation



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The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.