

MEATH GREEN JUNIOR SCHOOL



POLICY FOR EDUCATIONAL VISITS

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Appendix 3 - Local Visit Permission Letter

Governor Committee Responsible:	Resources
Governor Signature:	
Policy Originator:	Headteachers
Review Period:	Every Two Years
Status:	Statutory
Reviewed:	Spring 2022
Next Review Date:	Spring 2024

Rationale

We believe that well planned and well run educational visits are an essential resource for learning in a broad and balanced curriculum. Each year group has the opportunity to participate in at least one visit each year linked to an aspect of their topic work. Alongside visits off-site, the school invites speakers, groups, artists or other adults into the school to enrich and extend experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

When planning for a visit, teachers should consult with the Educational Visits Co-ordinator (EVC) (designated teacher with responsibility for educational visits) to ensure correct procedures are followed.

The Governing Body approves the schedule of residential visits through the agreed county process.

Statement of Purpose

The purpose of our off-site educational visits is to:

- Enhance and enrich curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with day trips and progress to a residential experience in Years 4, 5 and 6.

Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which can include visits to the school by specialists). Examples of educational visits or visitors include:

English – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits to Gatwick Woods, Emlyn Meadows;

Mathematics – use of shape and number trails in the local environment;

History – castle / Roman villa visits, study of local housing patterns, museums;

Geography – use of the locality for fieldwork, town trails;

Art and Design – use of the locality, visits to galleries, artists in residence

PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;

RE – visits to local centres of worship, visits by local clergy;

PSHE and citizenship – visit from the fire brigade or an old people's residential home, visits by local police officers and health workers.

Residential Trips

In years 4, 5 & 6 children have the opportunity to take part in residential visits. These are organised in term time and while each residential has its own unique focus, each builds progressively on the successes of the previous, challenging pupils with different demands.

All residentials to contribute to the development of:

- Self-esteem
- Confidence
- Independence
- Social Skills
- Co operation and team skills

Year 4 Residential Trip

- **TO BE CONFIRMED- Supporting the IPC-** History / Science habitats/ Team Building

Year 5 Residential Trip

- **CARROT WOOD** Outdoor and Adventurous

Year 6 Residential Trip

HOULGATE FRANCE

- Cultural
- French Language
- History- WWII

The school makes a charge for these trips. However, in order to make these trips inclusive the school has access to the HLP disadvantage subsidy fund to support families with financial difficulties.

Planning of Day Trips

Any member of staff organising a trip assumes responsibility of party leader and agrees to follow the guidelines set out in

- Guidance in Planning of Day Trips (see Day Trip Planning Proforma – appendix 1).
- Surrey County Council Guidelines for Educational Visits and Outdoor Education

Ratios for School Visits and Residentials			
YEAR 3	YEAR 4	YEAR 5	YEAR 6
1:6 to 1:10	1:6 to 1:10	1:10	1:10

Smaller pupil teacher ratios to be considered for:

- Maturity of group
 - General behaviour of group
 - Behaviour of an individual
- Type of activity
 - High risk- smaller ratio
- Where activity/trip is based
 - Environment
 - Transport

Over riding factor should be to reduce the ratio of pupil /adult, as smaller groups have bigger impact

Local Visits

There will be occasions when pupils at Meath Green Junior will have opportunities to use the locality as part of their education, eg visiting churches and other schools. These local visits do

not incur any cost, but parents need to be informed of the visit through newsletter or home/school book. Permission for the visit will be covered through the local visits letter (appendix 3) given out at the start of each year. All local visits require preparation and a risk assessment to cover activities, and procedure for day trips should be followed.

The Party Leader will:

- Ensure that the EVC is aware of the date and purpose of the trip
- Keep the EVC up to date with planning
- Follow the guidance set out in guidelines
- Carry out Risk Assessment or update and amend existing Risk Assessment as appropriate taking account of the participating cohort
- Carry out a full evaluation of the trip with all stakeholders on return to help inform further trips.
- Familiarise themselves with all regulations, advice and procedures. All off-site activities must take place in accordance with the agreed instructions.
- Ensure a member of school staff will be present even where external providers are being used to offer activities
- Keep parents advised with changes to schedule through use of Clarion Call

The EVC will:

- Ensure that risk assessments are fit for purpose
- Ensure that the trip has been appropriately planned for
- Help and advise Party Leaders where and when necessary

The SLT will:

- Be aware of National and County guidance with regards to external events that may impact on the visit

Planning of Residential Trips

A Party Leader will be appointed by SLT. This will normally be the Year Group Leader. By undertaking the role, they will agree to follow the guidelines set out in

- Guidance in Planning of Residential Trips (see Residential Trip Planning Proforma – appendix 2).
- Surrey County Council Guidelines for Educational Visits and Outdoor Education

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