

MULLION COMMUNITY PRIMARY SCHOOL



EDUCATIONAL VISITS AND ACTIVITIES POLICY

Agreed by Governors: _____
Signed by Chair of Committee: _____
Review Date: _____

Educational Visits and Activities Policy

Educational Visits policy

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for provision of children at Mullion Primary School.

LA GUIDELINES have been taken into consideration in the formulation of this policy.

IT WAS DEVELOPED through a process of consultation between all members of the school community including teaching and non-teaching staff, parents, Governors and pupils.

IT WAS APPROVED by the Governing Body on

REVIEW OF THIS POLICY is on-going but will be subject for formal review as per the School Development Plan.

Educational Visits Co-Ordinator Mrs H Carthey

Risk Assessments All staff

Introduction

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.

In our 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 and support the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

There are 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.

For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the LA:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds and locality, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails, UK cities;
- Art and Design – art gallery visits, use of the locality;

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- PE – range of sporting fixtures, use of Mullion Comprehensive and other local school facilities, extra-curricular activities, visits by specialist coaches, activity centres, Cornwall Outdoors residential sites and county approved residential sites;

- Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, Cornwall Music Festival, concerts for parents to hear;
- Design and Technology – visits to local buildings, factories/design centres;
- ICT – its use in local shops/libraries/business etc;
- RE – visits to centres of worship, visits by local clergy.

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. Local vicars and our own 'Open the Book' team, take assemblies on a monthly/fortnightly basis. Other local religious leaders also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

Organisation

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 plan a programme of visits and activities in advance to support the children's learning. We give details of these visits and activities to parents at the relevant times during the year.

Visits and activities usually take place within the school day. We follow the LA'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.**

Visits are planned online via the Cornwall Outdoors.

Visits come in 4 categories

Group 1 Local day visits eg church, village Requiring Head and EVC approval

Group 2 Places of education interest such as castles, theatre trips, sports venues requiring Head and EVC approval

Group 3 All visits and journeys involving potentially hazardous/adventure activities requiring County, Head and EVC approval

Group 4 Residential visits within and outside UK requiring County, Head and EVC approval Where ever possible pre visits must to take place.

A qualified first aider and first aid kit must attend every visit.

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A record of all visits is kept online at the Cornwall outdoors site.

The document '**Safety On Educational Visits 2003**' is the most recent guidance available from Cornwall Outdoors to assist with planning visits. The guidelines in this document are followed in any trip and residential planning.

Risk assessments are to be completed by the lead teacher for each visit. These must be completed online and be shared with all attending adults. Risk Assessments form a part of trip and residential planning: all are read, signed and agreed by the Head and EVC prior to any visits taking place.

Risk Assessment site: <https://www.eeclive.co.uk/public/plogon.asp>

Ratios on visits

Group 1&2 (day visits) Recommended minimum ratio

Foundation 1 adult:3 children

Years 1-3 1 adult:6 children

Years 4-6 1 adult:10-15children

Group 3 (adventurous visits) As above but with AALA/NGB qualified leaders depending on the activity

Group 4 (Residential & abroad)

1 teacher : max of 10 pupils

1 teacher + additional adult : max 20 pupils

1 teacher + 2 additional adults : max 30 pupils

Charging for school activities

All education during school hours is free but we accept donations to cover entrance fees and transport costs.

Residential activities

Children in Years 4, 5 and 6 have the opportunity to take part in an outdoor and adventurous residential visit. This activity is in term/school time and linked to the National Curriculum. We do make a charge for board and lodging, and specialist instruction for certain activities.

Children in year 2 are given the opportunity to take part in an overnight camp in the school grounds with visits to local beaches, activity centers, and attractions. We charge for the out of school time activities to cover food, transport, and entry fee costs.

The residential visits enable children to take part in outdoor and adventurous activities as part of their PE work. We undertake this visit only with the written agreement of the LA and Governors. All specialist activities are undertaken with qualified instructors. Adventurous **Educational**

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activity providers have **AALA licences** or other **NGB** awards. Individuals must comply with the county 'Provider Standards Questionnaire'.

Transport:

The school charges children if they are transported by coach or minibuses. The charges that we make cover the expenses of the journey only; we do not make any profit from this.

Trust School minibuses meet LA guidelines and each seat has a belt.

We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt. All staff and parents who drive the minibuses have taken the relevant LA driving test.

Volunteer Driver's Form

Attached is a Volunteer Driver's Form, addendum 2, which should be completed by all volunteer drivers who will be transporting children on school trips, and visits. This is to be signed each year. **See EVC folder in secretary's office for current volunteer drivers**

Smoking

In line with the school's Non Smoking Policy, adults involved on school trips should refrain from smoking when transporting children or assisting on visits.

Equal Opportunities

All teaching will be in accordance with our equal opportunities policy. We believe that all children, irrespective of background, race, gender, disability or capability, should have equal access to the curriculum offering a broad and balanced education. We aim to provide learning

opportunities that enable all children to achieve their potential. Children will be encouraged to develop positive attitudes towards people of different ethnic groups, cultures, beliefs, gender and ability.

Race Equality

We recognise the importance of ensuring that all children achieve their best, according to their capabilities, regardless of ethnicity. We are committed to preparing our children to life in a multicultural society that is totally opposed to racism and other forms of oppressive behavior.

Governor guidelines:

[Review school charging policy, e.g. school trips](#)

Schools may not charge pupils for education provided during school hours, except where teaching individual pupils or groups of up to four to play a musical instrument (if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil).

Schools may invite parents and others to make voluntary contributions (in cash or in kind) to make

school funds go further. All requests for voluntary contributions must make it clear that contributions are voluntary and that children of parents who do not contribute will not be treated any differently. The governing body may not charge for anything unless it has drawn up a

Educational Visits and Activities Policy statement of general policy on charging. This policy statement will take account of each type of activity that can be charged for, and explain when charges will be made.

Further information is available in the GovernorNet Overview article on Charging for School Activities and in Chapter 16 of A Guide to the Law for School Governors.