



# WYMONDHAM HIGH ACADEMY TRUST

Principal: Mr Russell Boulton  
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## **POLICY STATEMENT EDUCATIONAL VISITS**

The Academy has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits' ([www.oeapng.info](http://www.oeapng.info)) and as outlined on Evolve ([www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)). Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and Policies**

The 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 a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams away fixtures.
- Regular nearby visits (libraries, universities, shops, woodlands, places of worship, other schools, etc)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure activities.

### **Implementation**

The Principal 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 Principal. The Head will keep the Governing Body aware of its Educational Visits events & programme.

The Academy will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Principal & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. The LA Providers Contract form will be used. The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

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All payments for the visit will be made through the school's accounts.

For regular out of hours clubs, school teams and nearby 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 information for the activities that pupils are involved in and will be informed through their son/daughter 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.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for Charging and Equal Opportunities which apply to all educational visits.

## **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 organising and managing pupils' learning in a variety of environments through induction, apprenticeship 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. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

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.

Staff accompanying students on trips should not consume alcohol or any non-prescription drug.

## **Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

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Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may 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. [HASPEV 98]

## **The Expectations of Pupils and Parents**

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. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

## **Emergency Procedures**

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

The Visit 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/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

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

## **Monitoring and Evaluation**

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

The Visit Leader (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

## **Review**

This policy is to be reviewed by the Governing Body at least every three years.

Confirmed by: **The Governing Body of Wymondham High Academy Trust**

Signature of Chair: ..... Dated: .....  
Learning Teaching & Curriculum Committee