



## **Educational Visits and Activities Policy**

### **Document Change History.**

<b>Version no</b>	<b>Date</b>	<b>Change made by</b>	<b>Brief details of change</b>
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### **Document Review History.**

<b>Review Date</b>	<b>Reviewed by</b>	<b>Comments</b>
12.03.2019	Full Governors	Reviewed and approved
16.03.2022	Full Governors	Reviewed and approved

## **Introduction**

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

## **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 and governors agree the corresponding programme of visits and activities in advance of each academic year.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning and relate to the class topic. We give details of these visits and activities to parents in our School Prospectus. We plan other activities as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LEA'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.

## **Charging for school activities**

All education during school hours is free. However we ask for a voluntary contribution to cover the cost of transport and entrance fee.

## **Curriculum links**

All educational visits and activities support and enrich the work we do in school. There is 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 LEA:

- English - theatre visits, visits by authors, poets and theatre groups;
- science - use of the school grounds, 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;
- art and design - art gallery visits, use of the locality;
- PE - range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- music - range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- design and technology - visits to local factories/design centres;
- ICT - its use in local shops/libraries/secondary schools etc;
- RE - visits to local 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. A local clergyman takes assembly on a monthly 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.

## **Residential activities**

All the children in Key Stage 2 have the opportunity to take part in two residential visits. These activities are in school time and linked to the National Curriculum. We do make a charge for these trips, it covers transport, board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefit are exempt from payment. But we would appreciate it if parents could inform the school office about entitlement to state benefit payment.

The residential visits enables children to take part in outdoor and adventure activities as part of their PE work. We undertake these visits only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors.

## **School Drivers**

If at anytime children need to be transported by car. It is vital that any parent or teacher transporting children have filled in a DBS form and a driver's registration form. All authorized drivers will need a full license and staff will need business insurance.

It is vital that all parents sign a consent form allowing their child to travel by car.

All vehicles must have appropriate seat belts as well as insurance cover. This will be checked before departure.

## **Risk Assessments**

All Educational visits carried out during school hours must have been risk assessed. It is essential that the teacher who is organizing the trip carries out a pre-visit and completes a Risk assessment form which is kept in the Headteacher's office.

To be reviewed every 3 years at Full Governors Meeting

Last reviewed March 2022

Next review March 2025