



West Winch Primary School Educational Visits Policy 2018

Introduction

All schools are required to offer children a broad and balanced curriculum in an exciting and stimulating way. To enrich the curriculum, we offer a range of educational visits and activities.

Organisation

Within the programme of work for each class, the teachers plan visits and activities that support and enhance learning. We give details of these visits and activities to parents and carers through regular newsletters. All visits are logged onto the Norfolk Evolve website and approved in advance by the Educational Visits Co-ordinator (EVC) and the Headteacher. The Local Authority has final approval on any visits and activities that include overseas travel, are residential or classified as adventurous. Governors are informed, prior to all visits taking place. We follow Local Authority 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. For visits in the local area and within walking distance, parental consent is obtained at the start of each academic year. Visitors are welcomed into school, subject to relevant checks, to spend time in individual classes or take an assembly.

Supervision

Whilst the DfE has removed statutory supervision requirements (except for EYFS age children) – we recommend the following adult/pupil ratios on all school trips:

EYFS	Years 1 to 3	Years 4 to 6
1 adult to 3-5 children	1 adult to 6 children	1 adult to 10-15 children

Health and Safety

A risk assessment is carried out and provided for all school visits. These risk assessments are a requirement when completing the online Norfolk Evolve process. Risk assessments may be carried out by staff or provided by a second party, such as a museum or theatre.

Charging for Educational Visits

All education during school hours is free, however there are some circumstances when the school can ask for a contribution towards the cost of certain activities. The governing body has a charging policy that details the full range of activities for which a charge can be made. A copy of this is available on the school website (www.westwinchprimary.co.uk) or can be obtained from the school office.

Adopted: Spring 2018

Review: Spring 2020

Heather Habbin - Chair of Governing Body