



Shawlands Primary School Policy

**Educational Visits Policy
REVIEWED EVERY 3 YEARS**

Reviewed by D Thompson September 2022:

Signed.....

Approved by the Governing Body on:

Signed.....

Policy Statement

We believe that pupils' participation in a wide range of visits and journeys is beneficial to their whole educational experience. We take all reasonable steps to ensure the health and safety of pupils whilst travelling to and being engaged in activities away from the school. These activities may be provided by the School or an approved provider.

Safety Organisation

The school has adopted the following procedure for approving school visits and journeys:

- For all local visits or sports fixtures within the area covered by Barnsley Metropolitan Borough Council (BMBC) the detail of the visit must be approved by the Headteacher, or in their absence, the Deputy Headteacher.
- For all other visits (non-local) the detail of the visit must be entered in the Evolve system which links directly to Educational Visits personnel at BMBC. The Headteacher authorises these visits.
- Governors and staff receive summaries of information about visits by each year group in meetings of the full governing body.

We follow the local authority's guidance on organising educational visits in order to implement the health and safety requirements at national and local level. Staff organising visits complete and submit risk assessments appropriate to each visit undertaken. The risk assessment may be one supplied to school by the venue to be visited.

The Educational Visits Coordinator at Shawlands Primary School is Mr Duncan Thompson (Headteacher).

Charging and Remissions

Please refer to the Charging and Remissions Policy (available on the school website, or on paper copy on request from the office).

Voluntary Contributions

Parents are invited to make a voluntary contribution to any visit or activity organised for the benefit of the children of the school, while understanding that their child will not be prevented from participating should the parent not be able to contribute. **This is a national policy.**

A school visit may be cancelled if enough combined monies are not received. Due to national policy we cannot exclude any individual child from an activity based on financial grounds. **As a school we would encourage all families to consider the impact of the whole class and pay what they can afford. We would also encourage families to be discrete about their contributions to other families.** We also understand that some families (e.g. twins or 2 or more children who can access the same visit where classes pair up for visits) may struggle to pay the full amount but the wording asks for a voluntary contribution to support the overall visit.

If a visit is in jeopardy due to low funds we may send out a text or letter to update parents about this situation before the decision is taken to cancel a visit.

School fund is used to make a contribution to educational visits in order to keep costs down. Staff explore the possibilities of using local facilities to keep costs as low as possible or explore free opportunities in the local community. We guarantee that all children will be offered at least one educational visit per year which will represent a cost to the family.

In KS2 we also offer residential activities with visits to London (Y3/4) and variety of locations such as YHA hostels and Kingswood Centres (Y5/6) which parents will be notified about with sufficient advance notice to support the costs of these events.

All visits with a cost are communicated in writing with parents at least six weeks before the visit date. We would like to give more notice but this is not always possible with coach and event confirmation systems.

A deadline for monies will normally be communicated on letters, this is to allow our School Business Manager the time to bank any monies and pay the education visit establishment and the coach company. If you would like to pay for your child but cannot meet the deadline please speak to Mr Thompson to see if an extension can be organised.

As the cost of coaches has risen so significantly in recent years we now try to bring some educational experiences into school as this can often represent better value. On such occasions, when quality activities are brought into school, we would still follow the same guidance by writing to parents to ask for voluntary contributions.

Parents are occasionally asked to help with transporting pupils to sporting fixtures, when their insurance details are checked by the teacher organising the activity.

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our 'Professional Code of Conduct Policy', and the Behaviour policy applies to all visits at all times.