

CIRENCESTER KINGSHILL SCHOOL

EDUCATIONAL VISITS POLICY

1. Cirencester Kingshill School supports visits involving our pupils.
2. The School has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Educational Visit'.
3. We recognise the value pupils derive from well organised visits. The School has a strong commitment to the added value of learning outside the classroom and beyond the School premises.

Each year the School will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous activities

Residential and non-residential excursions benefit pupils:

- socially, by working and sharing in activities together
- academically, by offering studies unavailable in school
- culturally, by seeing other areas or countries
- linguistically, by visiting foreign countries and speaking, hearing and reading their language
- physically, by offering a range of activities of a sporting or recreational nature
- pastorally, by developing self-confidence and self esteem

4. Visits help to:
 - develop positive relationships, not only between pupils, but from teacher to pupil and pupil to teacher
 - make the school curriculum richer by the experiences pupils gain
 - foster better links between school and parents
 - attract and recruit pupils to the School
5. The Governing Body has delegated the consideration and approval of educational visits and activities to the Headteacher. The Headteacher has nominated the School Business Manager as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents/carers the Head of Key Stage, the Headteacher and the EVC will approve the initial plan. The Headteacher and the EVC will also approve the completed plan and risk assessments for the visit before departure.

6. **All visits must be planned and supervised in accordance with Gloucestershire Education Authority's Guidance for Organisers of Educational Visits and School Journeys.** Governors' approval must be granted in advance for all residential visits abroad by the Visit Leader. County policy and all information is available from Gloucestershire County Council via their secure website. This can only be accessed with a school login from the School Business Manager. The school is supported and will seek educational visit guidance and advice from the Safety Health Environment team. The Gloucestershire eVisit system is on the school intranet. All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to Safety Health Environment prior to departure. Safety Health and Environment Team will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. The eVisit report must be submitted to the Safety Health and Environment Team **at least 20 days** before the trip is due to depart. Any advice provided will be fully considered prior to the trip taking place. Full guidance on the organisation of trips is available for the Visit Lead at Q:\Visits\ Full School Guide for Organising Visits at Cirencester Kingshill 2017.

7. Written consent will be requested for all trips and activities. The school has a standard form, which will be used for this purpose. As part of the parent 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.
8. The school maintains information about special educational, medical and dietary needs of all pupils, which will be referred to by the Visit Leader during the planning of all educational visits and off-site activities. Parents will be reminded to provide up to date information.

Where necessary special arrangements will be made and information will be shared with relevant staff and training provided.

9. Two members of the Senior Management Team will be appointed as the emergency contacts for each visit. All major incidents should immediately be relayed to this person(s), especially those involving injury or that might attract media attention.
10. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.
11. All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.
12. All school visits that have limited spaces and are oversubscribed will have places allocated by the fair process of the drawing of lots after the deadline date for first deposit. In order to qualify for this process all necessary first deposits must be made by the deadline date. Those not fortunate to secure a place will have their deposit returned and their names will be put on the reserve list. Where pupils have been unable to obtain a place on a trip they will be positively considered for future trips and offered a place on the trip before lots are drawn. Parents/Carers will be informed if their son/daughter has been allocated a place.
13. Please note that with any trip of this type, should any pupil's behaviour, attendance or work cause concern, we reserve the right to exclude them from the trip.
14. Where the school asks for voluntary contributions towards the costs of a trip from parents/carers, a trip will only run where there are sufficient contributions. In line with the school's Charging and Remissions Policy, the visit would only go ahead if it were financially viable. Capitation cannot be used to support a visit and where there are insufficient contributions a trip will be cancelled.
15. Reasonable and clear deadlines for payment(s) must be included in the initial trip letter that is sent out by the Visit Organiser to Parents/Carers.
16. The dates of school visits should be included in the school calendar which is published in July for the following academic year. Every effort should be made to avoid disruption to Year 11 and examination classes and "key" educational dates.
17. The dates of school visits and details of payment will be sent by the Finance Assistant to the Assistant to the Heads PA to be included in the School Newsletter.
18. In certain circumstances, bursaries may be available to provide financial assistance towards the costs of residential visits. Full details can be found in the Charging and Remission Policy or obtained from the School Business Manager.

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THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE CHARGING AND REMISSIONS POLICY, E-SAFETY POLICY, EQUALITY POLICY, THE ACCESSIBILITY PLAN, SCHOOL BEHAVIOUR AND DISCIPLINE POLICY, ANTI BULLYING POLICY AND EXCLUSIONS POLICY.

Reviewed by S Gardiner _____ January 2020 _____ (Date)

Adopted by Governors _____ (Sign) _____ (Date)

Review date _____ March 2021 _____