

RIVERSDALE PRIMARY SCHOOL

Educational Visits Policy



This policy is in line with our Child Protection and Safeguarding Policy.

The Headteacher and Governors of Riversdale School consider that educational visits support and enhance the provision of the curriculum and enrich all children's educational experience.

Educational visits will therefore be permitted and encouraged during some or all of the school day and are expected to take place at least once a term.

An Educational Visit will be defined as:

- Children taken off-site, accompanied by the minimum recommended number of approved adults, to a venue that will meet the criteria set out above.
- Visiting performers, professionals and instructors, to the school, who will meet the criteria set out above.
- A residential visit for which there is a separate section.

The Headteacher and Governing Body are committed to ensuring that each visit is safe, represents value for money; that all costs associated are reasonable and that it is within the scope of the majority of families.

Charges

Where there is a charge for any part of or all of the visit then a 'Voluntary Contribution' will be requested from the parents/carers of each child. If a contribution is not made the trip may have to be cancelled.

The voluntary contribution will be calculated for each visit and could include any of the following:

- The charges of any commercial provider.
- Any transport component.
- Entry charges to facilities including those for adults who are supervising and/or accompanying the children.
- Any equipment hire.
- Refreshments.
- Staffing and instruction.

If the overall cost of the trip or visit, including transport, exceeds £10 per child the school will consider subsidising the excess costs. However, it may have to be changed or cancelled if it is deemed too expensive.

All letters to parents/carers asking for a voluntary contribution will include the following words:- *Payment for all educational visits is voluntary; but the governors' educational visits policy states that should parents or carers not contribute, the trip may have to be cancelled.*

Families who have genuine financial hardship will be offered support on an individual basis depending on circumstances. The headteacher, or the member of staff delegated responsibility, will make this decision.

All Educational Trips must first be approved and authorised by the Headteacher.

The following procedures should be followed by staff planning and arranging educational visits:

- School trips must be entered into the school diary, along with details of accompanying members of staff.
- The school diary should be consulted when making a provisional booking, avoiding days when there is swimming, school photographs, medicals etc.

- Transport considerations - It is free to use public transport if reasonable and safe to do so. Coaches can be in short supply during the summer term. All coaches have seat belts and usually seat up to 53 persons. Office staff will book coaches and send a confirmation letter.
- Teachers must undertake a pre visit to the proposed school trip site. Ensure that there will be enough adults to accompany the children (i.e. staff and parents) We follow the Wandsworth guidelines on adult/pupil ratio.
- Office staff order packed lunches as necessary. Volunteer adults do not pay.
- A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP. Forms are available from the school office.
- It is the responsibility of the organising staff for collecting and recording which children have paid. Money must be sent to the office and NOT kept in the classroom.
- In the event of payments made directly to the office, the signed permission slip will show that payment has been made and passed to the organising staff.
- Registers must be completed and returned to the school office before leaving the school premises on the day of the visit.

Residential Visits

Riversdale Primary school considers that a residential trip, at least once in a child's primary career, is of sound educational value.

The choice of venue is carefully selected on the following criteria:

- Safety record of the venue.
- Staff qualifications.
- Distance from school should be manageable.
- Quality of accommodation.
- Outdoor facilities should be challenging and varied.
- Value for money.

Resources

The school trip should be adequately resourced with staff, equipment and finances.

Charges

The total cost per child will be calculated using the same criteria as stated in the Educational Visits section for voluntary contributions.

Grants

A grant is calculated to cover the 'Board & Lodging' element of total costs as a minimum requirement. NB. Grants are only available to children whose parents meet the criteria for eligibility of free school meals. Proof of eligibility will be required prior to the start of the trip.

Special circumstances may be taken into consideration by the Governors.

Governors

The school governors have delegated the authorisation and oversight of any residential trips to the Governors' Finance & Personnel Sub Committee.

- The governors shall authorise each trip individually,

- They will agree the total cost to each pupil and authorise the amount and payment of grants,
- They will agree the level of pupil:teacher ratio,
- They will agree individual cases for special consideration recommended by the headteacher.
e.g. Financial hardship for parents of more than one child.
- Risk assessment of children who have special educational needs or have a history of behaviour problems and have expressed a desire to go on a residential trip. *The school reserves the right to withdraw a place if a child's attitude and/or behaviour is deemed to be detrimental or a risk to the wellbeing and safety of the rest of the party.*

All decisions that are made by the Finance & Resources Committee are final and will be made during the committee meeting in the term preceding School Journey.

The residential trip must be planned, authorised and booked at least 4 months before departure so as to give parents time to pay by instalments.

A residential trip must have a Statement of Account produced at the end of each trip for audit and submission to the governors for inspection. Any surplus balance (less than £5 per child) will be carried forward.