



# The Priory School

## Trips & Visits Policy

Monitoring	Frame of engagement	Date
Member of Staff Responsible		
Governor Accountability		
Consultation Parameters		
Information		
Date of latest version		
Date for next review (and cycle)		
Uploaded to Website		June 2016

## Statement of intent

The Priory School values the additional dimension to students' learning that educational and recreational trips and visits can bring. Furthermore, it is the policy of the school that any recreational visit that takes place during the school day must have a positive impact on the curriculum. However, we are also mindful of the need to balance these additional benefits with the negative impact of missing lessons; students cannot necessarily catch up with teaching and learning that has been missed. To this end we have outlined the following set of procedures which should be adhered to at all times.

## Procedure

1. The impact on students' learning has to be at the heart of any consideration of running a trip. The person in charge of the trip should be very clear in their own thinking about how the visit will be of benefit to the students involved. Furthermore, due care should be taken to ensure that students are not missing crucial lessons through being out on a trip.
2. Any proposed educational or recreational visit should be booked / arranged a minimum of **six weeks** in advance. Any less than this will only be agreed in exceptional circumstances.
3. The "Educational Visits Request for Approval" form should be used, with each section being fully completed. This includes the section on follow up work in school. On all residential visits this must include a display of photos being put on the appropriate display board upon return. **A Risk Assessment should be completed for every trip and visit.**
4. When completing the Request for Approval sheet and the letter to parents/carers the person in charge of the trip should highlight how the students have met the criteria for the trip or are to be selected. Where a residential trip is oversubscribed then the school will place all appropriate students' names into a hat and a draw will be held after the deadline for returns. The draw will be officiated by an independent witness.
5. The named member of staff in charge of the trip should ensure that there is a list of the students who match the criteria for the trip put on the appropriate board in the staffroom at least one week in advance. This will give staff the opportunity to alter any lesson plans as necessary.
6. The person in charge of the trip should consider the level of cover that will be incurred through running it. If it is at all possible staffing and timings should be selected on the basis of minimising cover costs.
7. For residential visits, all students involved in the trip should sign the "Educational Visits Code of Conduct". This should be countersigned by their parents/guardians.
8. Also for residential visits, students and their parents/guardians must also complete the "Educational Visits Permission Slip". This form will contain the following information :
  - Emergency contact numbers
  - Parents'/Guardians' signatures

- Significant medical information (allergies etc)
  - Consent to give medication where appropriate
  - The family doctor's name and contact number.
9. Students sent home because their behaviour is so poor that it puts the safety of other students at risk may not be allowed on any future visits. The school will not tolerate behaviour which endangers others.
  10. The school will offer the facility for parents to pay by standing order for the more costly visits.
  11. Governors are aware of the importance of seeking best value in terms of costs. Any member of staff organising a residential trip must request permission to go ahead from the Strategic Leadership Team, who will make a judgement based upon the educational value of the trip and value for money. The published price should include all known and foreseeable items.
  12. The Assistant Principal with responsibility for the day to day running of the school will be responsible for tracking the rates of students missing lessons due to educational visits. Any students that appear to be missing an excessive number of lessons may be denied permission to attend the visit.
  13. Any student guilty of poor behaviour in and around school or having recently been excluded may be denied permission to attend the visit at the Principal's discretion.
  14. If a whole year group or substantial number of students from one year group is out of school on a visit then the Student Learning Manager should read out to students the "On the coach" "Out on trips and visits" and "In General" sections of the Code of Conduct.
  15. The school will continue to have an inclusion policy for all trips which is in line with the Disability Discrimination Act.