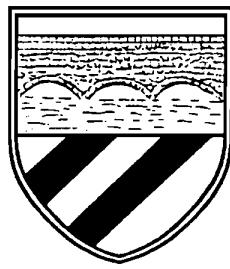


Drumahoe Primary School



Policy for Educational Visits

POLICY FOR EDUCATIONAL VISITS

At Drumahoe Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions
- Enhance our lesson plans

Visits include:

- Walks around the local area
- Local visits
- Half or full day visits which need transport
- Residential visits

Planning

If possible educational visits should be included in initial and long-term planning. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.

Information on possible places to visit is kept in the Staff Room. Curriculum Coordinators may have further information.

Preparation

Once a member of staff has decided on the visit location which needs a coach, then detailed preparation needs to start at least one month in advance. Local visits need to have at least one week's notice so that permission slips can be sent out and returned.

The school diary should be checked to make sure the date is free. Ring and book your venue then give the School Secretary the dates, venue (including address and telephone number), time of coach. Transport can then be booked.

If a physically disabled child is going on the visit then additional arrangements need to be made. (Lack of facilities for physically disabled children need not prejudice the viability of a visit if no other venue is available.)

Once the details of the visit have been confirmed then a letter to parents needs to be drafted. This should be checked by the Principal or Vice-Principal before asking the School Secretary to type and reproduce it. The letter should include details of:

- Venue
- Date
- Departure and arrival times
- What to wear
- What to take
- Packed lunches
- Cost
- A clear reply slip giving permission must be included for parents to return

NB Parents and adult helpers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.

Staff should keep their own record of slips and monies returned to school. All slips and monies should then be sent to the school office. Every effort must be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay. It is acceptable however, to leave children with severe behavioural problems at school. This is for safety reasons.

Itinerary

A detailed itinerary needs to be planned for the whole visit. This should include:

- Times
- Places, with phone number in case of emergency, details of disabled facilities etc.
- Activities
- Groups
- Supervision

What to take:

- First aid kit (see Mrs Hamilton)
- Any medication specific children need, for example for asthma
- Emergency contact list
- Sick bags, paper towels, plastic bags, etc.
- Any resources or equipment needed
- Cheque(s) to pay for costs

Costs

The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc.

Child - Adult Ratio

Ratio of children to adults should be at least 1:6 in Year 1, rising to a ratio of 1:12 in Year 7 . The number of adults needed will depend on the nature of the visit and the amount of supervision needed.

Uniform

It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then request that parents send their children in suitable clothing and footwear.

Safety

- Children must be supervised by an adult at all times, including lunch times
- A suitable place for lunch and toilet facilities needs to be considered
- Staff must make an assessment of any potential hazardous situations before the visit takes place, for example children's playgrounds
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are

Pocket Money

This is at the discretion of the class teacher.

Residential Visits

All residential visits follow:

- W.E.L.B. / D.E.N.I. guidelines
- School policy on educational visits

Plans for a residential visit need to take place 9-12 months in advance. Prior to any residential visit, the staff responsible need to visit the venue if possible to:

- Check for suitability and safety, especially appropriate safety standards in outdoor activity centres
- Look at disabled access/facilities/arrangements
- Collect information about the venue and its surrounding area
- Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc

Following the initial visit, costs need to be worked out. A parents' meeting must then be arranged. This should explain:

- Purpose of visit
- Costs, including a planned saving scheme
- Practical arrangements
- Itinerary
- Arrangements for supervision and safety
- Insurance arrangements
- Medical and emergency arrangements
- Consent forms
- Contact numbers

Further preparations:

- A detailed itinerary
- Contact numbers of parents and staff
- Medical and dietary arrangements needed

- Rotas of staff on duty
- Use of leisure time
- Stand-by staff arrangements (They must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc, to enable them to respond to an emergency at either end)

During the visit:

- Staff must ensure the adequate supervision and safety of all children at all times
- In the case of any emergency, the appropriate adults at school must be contacted immediately
- Children should know which adult is on duty at all times