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**Shawlands Primary School**

**Policy**

**Educational Visits Policy**

**REVIEWED EVERY 3 YEARS**

**(AUTUMN 2018)**

**Introduced: Autumn 2015**

**Written by L McClure on:**

**Signed…………………………………..**

**Approved by the Governing Body on:**

**Signed……………………………………**

##### EDUCATIONAL VISITS POLICY

**Educational Visits and Journeys, including Charging and Remissions**

**Policy Statement**

We, the Governors, Headteacher and staff of Shawlands Primary School, fully accept our responsibilities to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

We recognise 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 logged on the Local Visits record or in school diaries and log books kept in the Educational Visits file located in the Staff Room.
* 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, prints off the detail and files in the Educational Visits file located in the Staff Room or in class files. 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 file 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 Lee McClure (Headteacher).

**Charging and Remissions**

Charges are not made to parents for:

* any activities, including the supply of equipment or materials, during or outside school hours if it is part of the core National Curriculum provision

Charges may be made to parents for:

* transport to and from sporting events (competitions or swimming, for example)
* board and lodgings on residential visits
* activities for an individual child wholly or mainly out of school hours
* seasonal activities like pantomimes
* individual tuition in the playing of a musical instrument
* additional baking or craft activities above and beyond the basic curriculum
* extra-curricular activities and school clubs

Children, whose parents are in receipt of the free school meals, will receive a free lunch entitlement throughout school whilst ever their situation remains the same and this can be evidenced. Furthermore, these children will receive remission of charges for board and lodging costs during residential school visits.

Parents are invited to speak to Mr Lee McClure about receiving financial assistance for school visits.

**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 Winmarleigh (Y5/6) which parents will be notified about with at least 12 months’ notice to support the costs of these events.

All visits with a cost are communicated in writing with parents at least a fortnight 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 Lee McClure 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. Recent research (November 2015) shows that 75% of the cost to parents on 1 day educational visits comes from the coach journey- which is not the exciting part! 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’. This policy is available at:

<http://www.shawlandsprimaryschool.co.uk/policies>

**Shawlands Primary School**

**Autumn 2015**