

Cavendish Primary School



Educational Visits and Activities Policy

Summer 2007

M.Flaherty EVC

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Introduction

At Cavendish School we seek to further enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school, create important links in their learning and broadens their cultural experiences.

Organisation

The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers plan a corresponding programme of visits and activities in advance of, and during, each academic year.

Visits and activities usually take place within the school day, and the Head approves all such visits in advance. We follow the LEA's guidelines relating to health and safety. All staff complete a risk assessment in advance of the visit and submit it to the Educational Visits Co-ordinator who will advise on any safety aspects. We ask parents to give written permission for their child to take part in some activities which take children off the school site. If we do not receive this written permission, the child will be unable to participate. We will not require permission for visits to the swimming pool as swimming is a requirement of the National Curriculum. The Home-School Agreement grants permission for children to go on local trips.

We plan a week-long residential course in Science and Outdoor and Adventure Activities for Yr 6 children and for this we follow the higher Health and Safety requirements of the Local Authority. The Local Authority and the Governing Body approve arrangements for this trip.

Where we feel it necessary to vary the LEA guidance on staffing, this is approved by the Governing Body. We will do this only rarely and only if we are satisfied that safety is not compromised. As an example, teams of Teaching Assistants (rather than a teacher and a TA) will walk classes the short distance to the swimming pool for lessons by fully qualified instructors.

Charging for school activities

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, we must ask for voluntary donations to cover the cost of transport, admissions etc. Should costs not be met then the planned visit may be cancelled. The school subsidises the cost of most visits. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office and is included in the School Welcome Pack which is given to new parents.

Curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is potential for a wide range of learning activities outside the school, these also includes visits by specialists. The following list is not comprehensive but rather an example of the range of activities available. All these activities are in line with guidance published by the LEA:

- English - theatre visits, visits by authors, poets and theatre groups;
- Science - use of the school grounds, use of local area (Gunnersbury Triangle, Thames Explorer Trust), visits to botanical gardens and museums, visits by scientists;
- Mathematics - e.g. data-handling, use of shape, number trails and orienteering using the local environment;
- History - study of local area, local museums;
- Geography - use of the locality for fieldwork;
- Art and design - art gallery visits, visiting artists, use of the locality;
- PE - range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music - range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents, visits by the school choir, visits and tuition from Hounslow Music Service;
- Design and Technology - visits to local shops and workplaces, visits from designers;

- ICT – visits to City Learning Centres and neighbouring Secondary school ICT suites,
- RE – visits to local centres of worship, visits by local clergy and representatives of other faiths.

Other regular visitors include our neighbourhood police officers, fire-fighters, railway safety officers, health workers, secondary school teachers, sports coaches, librarians etc. These visits support the personal, social, health and citizenship education of our children. Local religious leaders welcome our children's visits in the course of the school year.

Residential activities

Children in Year 6 have the opportunity to take part in a residential visit. As this activity is in school time and linked to the National Curriculum, we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits are offered a subsidised rate.

The residential visit enables children to take part in aspects of scientific enquiry and outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LEA. All specialist activities are undertaken with qualified instructors.

The Educational Visits Co-ordinator

The current post holder has received EVC training provided by the Local Authority and regularly updates his/her Health and Safety training. The EVC is responsible for advising staff on the completion of Risk Assessments and EV planning. S/he will advise the Headteacher on the suitability of EV planning. Only after the approval of the Risk Assessment by the EVC will the Head authorise the visit.

Inclusion

At Cavendish School we take all reasonable steps to ensure that all children, regardless of disability, are able to access educational visits.

Monitoring

Monitoring of the day to day practice in relation to Educational Visits will be carried out by the EVC who will report to the Head Teacher.

The EVC will report any issues to the SMT and the Headteacher will present reports to the relevant Governing Body committee.

Review date Summer 2011