



SET SAIL FOR SUCCESS

Mayflower Educational Visits Policy

This policy is in line with our Safeguarding Policy

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

Educational visits are encouraged during some or all of the school day and are expected to take place at least once a half term. The visits are managed by Anisha, our Educational Visits Coordinator (EVC).

Educational Visits are 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. Children who are in receipt of Pupil Premium are charged a reduced cost for educational visits.

Charges:

Where there is a charge for a visit then a contribution will be requested from the parents/carers of each child. 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

All educational trips must be authorised by the Headteacher and the EVC.

- Inform your phase leader about all educational visits
- All educational visits must be written in the school diary as soon as possible
- The kitchen needs to be informed about packed lunches **2 weeks in advance**
- Transport tickets need to be booked **14 days in advance** by Anisha
(An educational visits form can be found on curriculum shared)
- We can only pay for coaches for exceptional trips & only if booked **well in advance**. Please see Dee
- An Email or draft copy of a letter should be given to the office to be put on the school letterhead. All letters should then be passed to Dee for checking.
- Risk assessment forms must be completed and handed in to the office before the trip. The risk assessment proforma can be found in curriculum shared area
- Written consent should be obtained from parents or carers to take children on visits outside of the immediate locality, via permission slip and ticked off on the permission checklist
- Parents do not need to be informed by letter that an off-site visit will be taking place in the immediate locality. (i.e. Bartlett Park, Trinity Gardens, Idea Store).
- In cases where written permission has not been received by the school, a phone call can be made and verbal permission agreed. This should be recorded on the permission checklist
- Permission slips are collected and kept in class until the day of the visit – permission sheet must also be filled in and given to the office before the visit. Any money collected must be taken to the office at the end of each day to be locked away
- Discuss the visit with support staff and children (make sure you arrange additional adults in plenty of time)
- Swap any playground duties, assemblies etc.
- Ensure that a named person is in charge of first aid supplies, including sick bags
- Ensure any child with asthma takes their inhaler and spacer. Ensure any child with allergies has medicine and EpiPen.
- Identity wristbands are available from the office
- Leave your contact numbers with the office and ensure your mobile is fully charged and switched on
- Go through all safety and behaviour expectations before you leave school. Plan what to do if a child gets lost, just in case.
- Have clearly defined roles with your staff team about crossing roads, leaving tubes, buses etc. make sure children line up by the wall –and are always well away from the road
- Do regularly head counts throughout the visit
- Inform the office if you are delayed on your return to school

Government guidelines recommend the following adult: pupil ratios for school visits

Early Years & Foundation Stage

The EYFS statutory framework sets out specific legal requirements for minimum ratios in this age group which apply in and outside the school. The requirements are for a minimum of 2 adults with each group including at least one person who has a current paediatric first aid certificate with minimum ratios as follows:

Age 3+; 1:8 or 1:13 depending on setting, time of day and staff qualifications

Reception – Year 3 Ratio 6 pupils 1 adult
Years 4 – year 6 Ratio 10-15 pupils 1 adult
Adventure activity trips Ratio 20 pupils 2 adults

- Every effort must be made to include children with SEND on all visits. The INCO can provide support with this.
- A risk assessment must be carried out and the appropriate forms completed to ensure the safeguarding of all those taking part in the educational visit. These documents must be given to the EVC in advance of the visit.
- If a visit is planned to a new venue, the adult leading the visit should do a reconnaissance themselves before going on the visit.
- It is the responsibility of the organising staff to collect and record which children have paid on the permission checklist. This must be brought down to the office at the end of each day for the EVC to check and sign. Please do not keep money in the classroom.
- In the event of payments made directly to the office, the EVC will record this on the permission checklist.
- Registers must be completed and returned to the school office before leaving the school premises on the day of the visit. A photocopy or print out of the day's register should be taken on the visit.

Residential Visits

Mayflower 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 residential 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. Certain factors are taken into account to ensure the price is fair and affordable for all children (i.e. grant to cover coach cost, a reduced cost to pupils in receipt of Pupil Premium).

Governors

The school governors have delegated the authorisation and oversight of any residential trips to the Governors' Resources Committee.

- They will be consulted on the payment of any grants and kept informed of the planning of residential trips,
- They will agree the level of pupil: teacher ratio,

- They will agree individual cases for special consideration recommended by the headteacher such as:
 - 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 made by the Resources Committee are final.

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. End of Journey statement will be circulated to governors at the end of year please see Appendix A.

Reviewed October 2018

Appendix A

End of Journey Statement

Gorsefield Residential Cost

Date:

Expenditure	
Cost of Venue	
Coach	
Staff	
Mountfitchet Castle	
Total	

Income	
Total number of pupils paid	
Total amount received	

Total costing	
Total Expenditure	
Minus total income received by pupils	
Budget	
Total Expenditure	