



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

School Policy 20 – Educational Visits

The Governors' Committee responsible for this is the Curriculum, Teaching and Learning Committee. The person in the school who prepare the text of this policy for the Headteacher and Governors is the School Business and Development Manager. It should be read in conjunction with other, related school policies, such as **Curriculum, Teaching and Learning, Discipline, Equality Opportunities in Education, Safeguarding, Health and Safety, Learning Support**.

This policy was reviewed in February 2019, and is reviewed annually.

Introduction

Archbishop Tenison's runs a large number of extra-curricular activities and educational visits for a relatively small school. This characteristic of the school reflects both the considerable interest of the pupils and students in such activities and the commitment of the staff to provide every opportunity possible for them to develop personally, academically and socially through their time at the school. This policy was drawn up in its current form when the school adopted the *EVOLVE* system for managing such educational visits, together with other schools in Croydon. It draws on both *EVOLVE* National Guidance and the London Borough of Croydon's Guidance Procedures for Educational Visits.

Rationale

The purpose of the policy is:

- to make explicit the principles behind the school's approach to educational visits and events (see also Appendix 4 National Guidance on Planning and Prioritising Learning Outcomes)
- to establish a clear and coherent structure for the planning and evaluation of educational visits and events (also referred to in this document and guidance for staff as "trips")
- to ensure that risks are identified, well managed and kept to a minimum.

Responsibilities

The Headteacher, other staff and Governors have the responsibility to:

- to ensure that the educational visits policy is aligned with the school's aims and is closely linked to the school's other curriculum policies
- to ensure that every educational visit supports students' learning and development in ways which complement and enrich the formal and wider curriculum
- to seek to provide the maximum opportunities for all pupils to learn and fulfil their educational potential by being motivated and enthused in different environments
- to provide pupils and students with the skills and confidence for a lifetime of learning and personal development by embracing new experiences in the world beyond school
- to provide appropriate support to make educational visits available to all eligible pupils wherever possible and risk management allows
- to ensure that the calendar of visits throughout the school year provides, across all subject areas, appropriate opportunities for all year groups to grow and develop in new learning environments, whether during the school day or in a residential setting.

Principles

1. MANAGING THE EDUCATIONAL PROCESS

- a. The school has adopted the Evolve visits system used by London Borough of Croydon.
- b. Each trip leader will adhere to the requirements of the Borough's Guidance which is drawn from the National Guidance on Educational Visits. They will complete the school's overall

trips process per Appendices 1-3. This ensures that all necessary elements are fully planned and risks are appropriately assessed and managed.

- c. Consent from parents or carers will be sought for all school trips. They will be provided with full visit details along with any special requirements.
- d. Trips will normally be run on a self-funding basis, with parental contribution being made via Parent Pay. The school will consider cases of financial hardship on an individual basis.
- e. Appropriate insurance will be arranged for the activities involved and emergency procedures and contact points will be in place for each trip.

2. AUTHORISATION OF EDUCATIONAL VISITS

The Headteacher (or, in his place, the Deputy Headteacher) will authorise visits unless they involve residential stays, travel abroad or adventurous activities. These visits will be authorised by the Governing Body and will be approved by the London Borough of Croydon. The school's timetable for submission of trip requests takes account of these requirements.

Review, Monitoring and Evaluation

- The educational visits policy and process will be subject to Local Authority audit on a regular basis.
- The effectiveness of the policy will be monitored by Governors through their visits to the school and meetings with the School Business Manager. Early in the school year the Curriculum committee will review the effectiveness of the educational visits policy and this will be reported to the Full Governing Body. Governors will also confirm at this time that they are meeting the requirements of the National Guidance.
- The Senior Leadership Team will review the contribution to the curriculum of educational visits and events, as well as to the 'value added' measurement of student development. They will also review the operational process, along with any proposed improvements, and confirm that the annual Establishment Self-Evaluation form is up-to-date.
- Each trip will be evaluated by the Trip Leader and will be reviewed by the School Business Manager to ensure that best practice is drawn and applied for future trips and any areas for improvement are identified and addressed.

Appendices:

Appendix A Overall Educational Visits process

Appendix B Evolve formalities process flow chart

Appendix C Archbishop Tenison trip formalities

Appendix D Evolve National Guidance mind-map re Benefits and Learning Outcomes