

THE SIR BERNARD LOVELL SCHOOL

SCHOOL VISITS POLICY

RATIONALE

As part of our commitment to providing an enriching and stimulating curriculum, the School will do all that it can to create opportunities for students to go on visits within this country and abroad. Such visits may be related closely to the taught curriculum and may serve the broader purposes of personal and social development.

In line with our policy of equality of opportunity, the School will endeavour to keep the costs of visits as low as possible and to ensure that students who do not go on particular visits are not disadvantaged in terms of their educational outcomes.

The Governors appreciate the extra time spent in organising and carrying out school visits. To ensure that legal requirements are met and that Governors can support staff as much as possible the guidelines given below should be followed:

GUIDELINES

1. For all visits - KS3, KS4 and P16 activities - a visits pack must be fully completed and submitted to the Governors - at least 8 weeks before an overseas/residential visit is due to take place and 3 weeks prior to a day visit for all visits outside the school.
2. The visit pack must be filled in by the **leader** of the visit and names of **all** adults going on the visit must be clearly stated.
3. The visit pack must be cleared by the Visits Coordinator prior to submission to the Governors to ensure accuracy, completeness, health and safety procedures, risk assessments, and accurate costings have been submitted.
4. An adult/student ratio of 1:20 for day visits, 1:10 for residential/foreign visits and 6-1 for high risk outdoor activities is required for KS3 and KS4 and most desirable for P16, all being subject to individual risk assessments. At KS3 and KS4 there must be male and female adults with a mixed group.
5. No alcohol is to be consumed by staff accompanying students on any trip, either UK or overseas, in case there is an emergency and in line with the school Drug Education Policy
6. If adults other than The Sir Bernard Lovell staff are going on a visit the Head must have given his approval before the form is completed. Each adult must have a current CRB form as a volunteer. A detailed list of duties expected of these helpers must be given to those concerned and attached to the visits form.
7. School support staff used to accompany a visit are not normally recompensed for any time outside their normal hours as this would increase the cost of the visit.
8. The cost of the visit is calculated taking into account all the travel, accommodation, ticket prices, insurance and other actual costs for all students and the teaching staff. The cost also includes a contribution to the teaching cost for accompanying the trip at £1.50 per pupil per day for UK non-residential visits and £5.00 per pupil per day for Overseas and UK Residential Visits.

GUIDELINES (continued)

9. **Any changes** made after Governors' approval has been given **must** be approved by the Head, Chair or Vice Chair of Governors as soon as possible.
10. A preliminary letter to parents to outline a proposed visit can be sent but parents must be aware that the visit cannot go ahead until Governors' permission has been given.
11. This policy should be read in conjunction with the Charges and Remissions Policy and the 'Procedure for Managing Visits' guidelines.

Adopted: Date:
Head

Adopted: Date:
Chair of Governors

Reviewed: Date:
Head

Reviewed: Date:
Chair of Governors

This policy is reviewed biannually.

Next review date June 2010