EDUCATIONAL VISITS POLICY

Ravenscroft Primary School believes that pupils benefit enormously from taking part in educational visits with the school.

On admission parents sign a consent form agreeing with their child taking part in any educational visits that may occur during the course of the academic year. Parents / carers are always informed if all or part of the day is to be spent off site.

Parents/carers must be notified in writing in advance of any educational visit and asked to advise us of any special requirements that their child has e.g. travel sickness.

Consent will be sought for educational visits which begin and/or end before the times of the usual school day.

- In keeping with the provisions of the DES circular 2/89 Education Reform Act 1989, Charges for School Activities, the school maintains the right to free school education and establishes that activities offered wholly or mainly during the normal teaching time should be available to all pupils regardless of their circumstances.
- Charges for day trips will be voluntary and no child will be omitted because of insufficient funds. Any charge made will not exceed the price of the activity.
- Charges for residential visits out of school time may be made for transport, board and lodgings as well as the full cost when a visit is deemed as an "optional extra".

The level of advised supervision and ratios:

	Adult	:	child
Nursery	1	:	2
Reception	1	:	4
Years 1-3	1	:	6
Years 4-6	1	:	10

- Each visit has a designated leader who made the risk assessment visit. A first aid kit and school mobiles must be taken
- The Council arranges public liability insurance. This insurance covers all actives in and out of the school site whilst pupils are in the care of school staff.
- Educational visits will be planned in accordance with the Borough's Educational Visits Guidance and with permission of the Head Teacher
- Visits must be carefully planned with clear objectives; a preliminary visit must be made and a risk assessment completed.

This policy was agreed on: **November 2015**

Policy to be reviewed by: **December 2017**