

## **Northcote Primary School – Educational Visits policy**

### **Aims of policy:**

- To outline objectives of running school educational visits (in line with LA Educational visits policy)
- To outline payments and costing of educational visits (in line with LA Charging and Remission Policy)

### **Educational visits**

Children/young people can derive a good deal of educational benefit from taking part in visits with their school. They have the opportunity to develop skills and undergo experiences not available in the classroom. The school plans a schedule of educational visits that will complement our curriculum offer. We always aim to keep costs as low as possible. We will subsidise costs whenever possible. As soon as costs have been decided they will be clearly communicated with parents/carers on a permission letter.

The Educational Visits Coordinator (EVC) and Headteacher take the responsibility of signing off all detailed risk assessments. The school will take every measure to ensure the safe and happy running of residential visits to ensure that children have an enjoyable and enriching experience. (In line with the LA Educational Visits Policy).

### **Voluntary contributions (In line with the schools charging and remissions policy)**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;

- musical events.

Currently the school runs educational visits throughout the school year from Nursery to year 6. This is in addition to two residential visits (see residential visits policy).

As we are proud to be an inclusive school, all children are invited on these educational visits and the school is ready to make reasonable adjustments to ensure that children from all abilities and ethnic and cultural backgrounds can access the visits.

The only time that a child will be prevented from taking part is if the school believes that the Health and Safety of the child, other children or staff is at risk. This will be decided after a full and detailed risk assessment has taken place and parents/carers will be informed.

**Member of staff responsible:**

**Date Policy written:** June 2021

**Date to be reviewed:** June 2023

**Date approved by Governors:**

**Signature of Chair of Governors:**