



Northcote Primary School Residential Visits Policy

Review date: September 2024

The aim of this policy is:

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

Residential 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. All residential visits are well planned in line with the LA Educational Visits Policy. 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.

Local Authority (LA) approval is required for all residential visits and hazardous activities and should be submitted through EVOLVE at least 28 days in advance. LA approval is granted through School Improvement Liverpool Ltd on behalf of the LA. Final numbers for attendance must be confirmed prior to risk assessment being submitted.

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Headteacher. This is stated in our Charging and Remissions policy that is available to view on our school website or can be requested at the school office.

Currently the school runs two residential visits;

- Colomendy Kingswood for our year 5 children (Spring term)
- Barnstondale Activity Centre for our year 6 children (Summer term)

As we are proud to be an inclusive school, all children are invited on these residential 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.

The cost of the trip will be explained to the parents/carers. We will state a breakdown of costs; transport, board and lodgings and any additional activity costs then give a total cost per child. The cost of the residential will be subsidised by school using money from Pupil Premium funding. Northcote Primary School will communicate total the price for parents to pay as early as possible, this will be in the form of a letter followed by a meeting for parents;

- For year 5 Colomendy in September.
- For year 6 Barnstondale in October.

We will outline a breakdown of payments. A non-refundable deposit will be taken with initial consent form then a payment schedule will be sent out to parents/carers. A week before each payment is due a reminder will be sent out. Payment cards will be kept in class and updated when money is received. All money will be paid via parent pay.

Attendance

We value good attendance in school, our attendance policy is based around the idea that if a child is not in school we cannot teach them and they will not learn as well as their peers. We do not want to exclude children from residential visits because of poor attendance, however we want parents/carers and children to make a connection between the importance of good attendance and opportunities for learning to be enhanced through residential visits. Any child who is highlighted as PA (below 90%) will be placed on an attendance card for the half term before the residential. The residential lead teacher will meet with parents/carers and children to promote an improvement in attendance in this term. If attendance is not improved parents/carers will have to meet with headteacher before permission is granted to complete the residential visit. We are unable to subsidise any child who has attendance below 90% (PA) with unauthorised absences.