



Making the most of everyone.

School Visits Policy

Policy Reviewed June 2023
Policy Valid until June 2025

Signed:

(Chair of Governors)

YSGOL PENMORFA

POLICY FOR SCHOOL VISITS

Rationale

Staff and governors promote off-site visits for pupils because the experiences enrich the curriculum and the educational experience of the children. Pupils in all year groups are offered the opportunity to participate in off-site visits during the school year.

Charging:

When organising school trips or visits, we invite parents to contribute to the cost of the trip. All contributions are voluntary, however, if the cost includes transport parents can choose not to contribute and for their child/ren to be educated in school instead. If the school does not receive sufficient voluntary contributions, the visit may also be cancelled.

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the New Curriculum for Wales, we do make a charge to cover the costs of board and lodging and for travel expenses. Parents who receive state benefits may be exempt from payment for board and lodging. At least one First Aider attends residential trips. All staff have basic first aid training and the school also have full First Aiders who complete the 3-day course.

The following is a list of examples 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:

- Sporting activities which require transport expenses;
- Glan Llyn
- Pentrellyncymmer
- Kingswood
- Nant Bwlch yr Haearn
- Llangrannog
- Transport for school trips

Health and Safety

The school ensures that:

- Form 'A' is completed as each child enrolls at the school. The form is held on file for the duration of the pupil's time at Ysgol Penmorfa.
- Before any off-site visit takes place, the parents are notified and permission is requested either via Parent Pay or letter.
- Before embarking on a school visit, a risk assessment is carried out.
- The Governing Body are aware of the residential off-site visits.
- Emergency procedures are determined in case of an incident while on the visit
- There is adequate adult supervision at all times.

Booking process

- Year group or individual classteachers decide upon the off-site visit.
- Details passed to the Office Staff for processing via EVOLVE.
- Residential visits are booked and entered on EVOLVE by an EVC leads.
- If a similar visit has not taken place before, the Governing Body and Headteacher need to be made aware of the intention and the location of the visit.
- The risk assessment is shown to the Headteacher in advance of the visit.
- Prices for transport and venue are negotiated and a booking secured.
- Letters are sent to parents with a further consent form attached giving details of the trip and times of leaving and returning.
- Consent forms are returned and monitored by Office Staff. A list of pupils without consent is given to the classteacher two days before the visit. The child is reminded of the necessity of a signed consent slip.
- If verbal permission is given on the day of the visit the Headteacher is informed.
- On the morning of the visit each classteacher completes an offsite declaration form, confirming last minute changes to the numbers / helpers / etc. and to confirm an emergency contact telephone number.

Adult helpers

The recommended adult to pupil ratio for day trips is 1 : 8 for Early Years, 1 : 10 for Foundation Phase and 1 : 12 for 3/4 pupils and 1:15 for 5/6. It is therefore often necessary to enroll the support of parent helpers to escort classes on visits.

Pupils in need of individual ALN support or Behaviour Support Needs will have an individual Learning Support Assistant with them on the visit.

All adult helpers are included in the trips risk assessment.

Staff Visit Leader

A member of staff at Penmorfa will be responsible as 'visit leader'. This person is identified in the risk assessment and ensures all checks are completed pre and post visit, such as the risk assessment and the counting of pupils on and off transport.