



Primary School

**Educational Visits and Activities
Policy
September 2024**

Henley Green Primary School

Educational Visits and Activities Policy 2023-2024

To be read in conjunction with 'Policy for the Management of Visits and Learning Outside the Classroom'

1 Introduction

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development. It also prepares them for the opportunities and experiences of adult life.
- 1.2 In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.
- 1.3 All visits are recorded on the e-visits portal.

2 Organisation

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. The impact and value for money for the school is shared with governors at Full Governor meetings.
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each term in our School Curriculum letter. We plan other activities as the school year progresses, and inform parents of these in due course.
- 2.3 Visits and activities usually take place within the school day, and the Headteacher approves these school visits in advance. We follow the LA's guidelines relating to health and safety, and also complete all relevant risk assessments. Local visits are in a general consent form at the beginning of a school year or on admission. Visits that are further afield or more adventurous are covered in an Edvis 12 form. We ask parents to give written permission for their child to take part in these visits. If we do not receive this written permission, the child will be unable to participate.

3 Charging for school activities

- 3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group tuition. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

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4 Curriculum links

- 4.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our children.
- 4.2 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority
- 4.3 We also have visits from our neighbourhood police officer / PCSO and health workers. These visits support the personal, social and health education of our children. A local clergyman often takes assembly as well as regularly supporting in classes. We do this with the full agreement of the governing body.

5 Residential activities

- 5.1 Children in Years 5 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.
- 5.2 The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the agreement of the LA and Headteacher through [E]-Visits. All specialist activities are undertaken with qualified instructors.

6 School minibus

- 6.1 We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.

7 EYFS and children travelling in cars

Minibuses and coaches may be used for educational visits that are further afield where transport is required. If any child in the school is travelling in a car for a planned visit an Ed Vis 17 (Letter to drivers transporting young people) will be completed. For incidentals i.e. taking a child home / collecting a child the form will not be completed. However, staff will ensure they have the relevant insurances, MOT and the car is road worthy.

The law states:

7.1 *When a child can travel without a car seat*

A child aged 3 or older can travel in a back seat without a child car seat and without a seat belt if the vehicle doesn't have one. In most cases, children under 3 must always be in a child car seat. The rules are different if:

- *the child is in a taxi or minicab*
- *the child is in a minibus, coach or van*
- *the child is on an unexpected journey, for example an emergency*

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- *there's no room for another car seat*

7.2 Taxis and minicabs (private hire vehicles)

If the driver doesn't provide the correct child car seat, children can travel without one - but only if they travel on a rear seat:

- *and wear an adult seat belt if they're 3 or older*
- *without a seat belt if they're under 3*

7.3 Minibuses, coaches and vans

Minibus or coach drivers and companies don't have to provide child car seats. The school must provide its own.

7.4 Coaches

Children can travel without a child car seat or seat belt, if they're not available.

7.5 Minibuses

All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.

Children aged 3 or older must:

- *use a child car seat if there's one available in a minibus*
- *use an adult seat belt if child car seats are not fitted or are unsuitable*

7.6 Vans

The rules for vans are the same as for cars.

7.7 Unexpected journeys

If the correct child car seat isn't available, a child aged 3 or older can use an adult seat belt if the journey is all of the following:

- *unexpected*
- *necessary*
- *over a short distance*

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The school can't take children under 3 on an unexpected journey in a vehicle without the correct child car seat, unless both of the following apply:

- *it's a licensed taxi or minicab*
- *the child travels on a rear seat without a seat belt*

7.8 No room for a third child car seat

Children under 3 must be in a child car seat. If there's no room for a third child car seat in the back of the vehicle, the child must travel in the front seat with the correct child car seat. Children aged 3 or older can sit in the back using an adult belt.

Review Programme	Annually
Ratified by Governors	September 2024
Signed – Chair of Governors:	Chris Lockwood
Signed – Head Teacher	Rebecca Bond