



## **Eastbrook School Educational Visits**

### **Rationale**

Education is not confined to the classroom and Eastbrook School supports visits outside school both to illustrate and expand classroom learning and to develop aspects of personal and social education, cultural awareness and a breadth of experience.

No student will be denied access to educational visits for financial reasons and where visits are a required part of the syllabus these will be provided free of charge. In other circumstances visits may depend upon the availability of financial and staff resources and student participation will be considered in the light of their performance in school generally.

### **Educational visits may have one or more of the following purposes:**

- i) To illustrate aspects of work undertaken in lessons.
- ii) To encounter educational experiences not available in school.
- iii) To extend work undertaken in school.
- iv) To observe applications of education in real life situations e.g. in industry, the community, the work place.
- v) To develop recreational and leisure activities.
- vi) To aid transition from school to post school life.
- vii) To develop the individual in terms of independence and initiative.

### **Planning Process**

1. Members of staff wishing to organise an educational visit, having consulted his/her Head of Department with regard to its desirability, should discuss the arrangements with SLT (Simon Charlton for calendar and organisation and Lin Southan for correct procedures)
2. Education visits fall into the following categories:
  - i) Visits which are a necessary part of students' studies e.g. field courses – students should not be charged for such visits, however parent / carers can be asked for a contribution towards travel, food and lodging. No student should be prevented from going on the visit if they cannot afford to pay (see School Charging Policy)
  - ii) Voluntary visits taking place mainly outside school time e.g. ski-trips, sports weekends – students may be charged for such visits.
  - iii) Visits during school hours which have a non-essential education purpose, e.g. theatre trips, museum visits – students may not be charged for such visits, but voluntary contributions to cover the cost may be requested, and such visits are dependent upon such contributions.
3. The following arrangements need to be undertaken:
  - i) Approval for the visit needs to be obtained and in this respect a risk assessment will need to be undertaken.
  - ii) Letters sent to parents giving details of the proposed visit and including the appropriate standard communication for the particular category of visit.

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- iii) The completion of an EVA Form. This form is essential for all school visits and its function is two-fold.
  - a) It is the record of the visit and the basis for collection of monies etc
  - b) It is this form, authorised by the Headteacher and submitted to the School Office, that initiates the system to obtain approval of the LA for the visit and the necessary insurance for the visit.
- iv) Staff organising school trips should work with the Business Manager to ensure that an accurate record of money transactions is kept.

Detailed guidance for the organisation of school visits can be found in **Notes for Guidance of Staff**.