

THE KINGSTONE SCHOOL

SCHOOL VISITS POLICY

Principles and Purpose

To ensure that all pupils have fair and equal access to experiences outside school and to ensure that such activities cause the minimum disruption to normal school life.

Broad Guidelines

School visits provide invaluable educational and social experiences for pupils and fall into two categories:-

- a) Curriculum visits which form an integral part of a current course and usually take place during school hours.
- b) General visits which are not directly linked to pupils current work and take place outside normal school hours or on specially designated days.

All curriculum visits should involve the majority of the year group or should be a planned series of visits targeted at specific teaching groups and specific curriculum activities. All pupils should be given the opportunity to go on the same number of visits relevant to their current work.

No pupils education should suffer because they do not take part in a curriculum visit. Pupils from the target group who do participate in the visit must have the opportunity to study work of a related nature.

For pupils to achieve maximum benefit from curriculum visits staff should include in their lessons the appropriate preparation and follow up activities.

One coach visit offered to all pupils across a year group are more suitable for activity day, weekends, or holidays.

Implementation

Responsibilities

- a) The Head, on behalf of the Governors, has overall responsibility to approve all school visits.
- b) The Educational Visits Co-ordinator is responsible for all day to day activities and ultimately the effect visits will have on the school as a whole.
- c) Curriculum Team Leaders are responsible for the general coordination and suitability of visits within their area.
- d) The group leader will liaise with the Operations manager and be responsible for the organizing and running of each specific visit .
- e) A teacher will be nominated as deputy leader and will take over the running of the trip in any unforeseen circumstances.

Procedures

All visits

- a) Must be approved in principal by the Head on behalf of the Governors.
- b) The appropriate Kingstone documents must be completed and these outline details and date must be agreed with the Educational Visits Co-ordinator before any firm bookings are made.
- c) Form SM16 (approval for school visits) must be submitted to the Educational Visits Co-ordinator who will obtain approval from the Head, Governors and if appropriate the LEA.

For visits during school time

- a) The teaching load of staff concerned should be taken into consideration so as to cause as little disruption as possible to the education of pupils remaining in school.
- b) Unless there are specific practical requirements all pupils taking part in visits during school time will wear Kingstone uniform.

Other relevant documents can be found on the school intranet and include:

Authority Booklet
Kingstone Documents

Organising School Visits and Journeys
Proposed Educational Visits
Checklist for Visits and Excursions