



Fulbrook Middle School

Trips and Visits Policy Statement

Issue No.	Author or Reviewer	Date Written or Reviewed	Date Approved by FES/PEAP	Date Approved by FGB	Next Review Date
1	J Greenwell No changes required	January 2019	24/01/2019	20/02/2019	January 2021

Fulbrook Middle School Trips and Visits Policy Statement

Rationale: School visits and trips enrich the school curriculum, and provide an important part of the hidden curriculum. Well-planned “out-of-school” activities can be used to enhance particular subject areas and provide personal and social development for children.

Suitable School Visits: In general, school visits taking place in the school day should be educational in nature. This definition can be applied to a broad range of activities and venues. Residential events should provide a suitable mix of educational and outdoor activities, which would not otherwise be possible in the classroom environment. Recreational trips may be organised at the end of term as a treat or reward for hard work and good behaviour.

Procedure: When planning a school trip or visit, staff are asked to make reference to and follow the planning procedure. This ensures that all areas of planning, such as the finances for the event and risk assessments are completed in a timely fashion allowing any issues to be addressed in good time. In general, ideas for trips should be discussed with the Headteacher, giving plenty of notice. The plan should then be discussed with the school visits co-ordinator, who will be able to offer help and advice on relevant rules and procedures that need to be followed, such as completing the on line Evolve form.

Timetabling: When trips are proposed it is important to consider the impact that these events have on the pupils, staff and smooth running of the school. To this end, school trips are discouraged during periods of examinations or in the run up to reports and parents’ evenings.

Rules and Regulations: The school has adopted the rules and recommendations for school trips which are detailed in the “Educational Visits and Journeys”, August 2014 Central Bedfordshire Document. This document contains exemplar risk assessments and full details of supervisory ratios and other considerations. Risk assessments are stored on the school intranet and Evolve website

Staff Cover: A major consideration when planning school trips is the effect this will have on the rest of the school and remaining teachers. Implications for staff release and cover required need to be discussed at an early stage with the Deputy Headteacher, the SENCo and the School Business Manager.