



Status	Not Statutory	Date first approved	Sep 2009
Any other statutory names for this policy (where applicable)		Date last reviewed	May 17
Responsibility for this policy (job title)	Support Staff Director	Frequency of review	3-yearly
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval necessary	Resources Sub Committee		

### 1. Introduction

The school has a strong commitment to the value of learning beyond the statutory school day and beyond the school premises. Each year the school will arrange a number of activities that take place off the school site, either in or out of school hours, which support the aims of the school.

### 2. Policy

The Governing Body has given its approval for the following types of activities being arranged in support of the educational aims of the school:

- Out of hours activities (such as music, drama, art, science, sport, technology, dance)
- School teams
- Regular local visits
- Day visits
- Residential visits
- Overseas visits
- Adventure activities, which might be classed as higher risk

All trips are made available to the relevant pupils in accordance with our Equal Opportunities and Charging policies.

The school has a Trip Leader Procedures Booklet, which contains guidance and regulation which must be followed by all staff involved with organising, authorising and executing educational trips.

### 3. Approval procedure and consent

The Headteacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.

Visits that are residential, overseas, involve hazardous/adventurous activities and/or distant day trips require the Headteacher and the EVC to approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date but before the trip departs.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For all off-site activities and trips parents will be informed of the activities and arrangements. Parents will be asked to give their consent by electronic means for paid trips and written consent for all others to enable their daughter to participate; the school has a standard model letter<sup>1</sup> which should be used for this

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<sup>1</sup> See trip leader procedures booklet.

purpose. When appropriate, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the trip.

There is a trips and visits code of conduct, as well as a more detailed code of conduct specifically for exchanges, which all students and parents will be made aware of and expected to adhere to whilst taking part in a trip.