# Stony Dean School Policy on Educational Visits

 Date: September 2017

 Review September 2018

The school has formally adopted, through its Governing Body, the ‘Policy and Guidance for Educational Visits’ Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added 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 and/or out of school hours, which support the aims of the school

The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

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

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School teams

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential Visits

Overseas visits

Adventure Activities, which might be classed as higher risk.

The majority of activities are by class or year group. Some activities may be by Key stage, by invitation or by open access.

### Approval Procedure and Consent

The Head teacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Head teacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

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.