



Educational Visits Policy

Sacred Heart Primary is committed to providing school visits as a positive tool to enhance and develop learning, build a greater sense of community, develop individuals, stimulate pupils' imaginations, bring learning to life and provide an experience of the local and wider world to our pupils throughout their learning journeys.

Pupils gain a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage a great sense of independence.

To ensure the health and safety of our learners, a number of steps are completed in order for a trip to occur:

Before the trip:

- Complete Excursion Planning Sheet – so that HT can sanction the trip
- Confirm date of trip
- Organise transport and escorts
- Complete previsit where appropriate
- Complete risk assessment - include travel and any possible hazard to the children's health and welfare and say how you have minimised the risk – MINIMUM of 2 weeks before trip
- Submit risk assessment on Evolve, await authorisation by EVC and Head Teacher
- Respond to any notes/amendments as directed by EVC/HT
- Letter to parents and carers with PC1 form* (including cost, medication, clothing, food and drink) – MINIMUM of 2 weeks before trip
- MED1 form to be completed if trip is a residential
- Notify kitchen staff of any packed lunch requirements

On the day of the trip:

- Precautions against travel sickness (polypockets, plastic carrier bags, paper towels)
- Precautions against the weather: sunscreen, sunglasses, hat, gloves, extra sweater, waterproof, wellingtons
- First aid kit (including medication held for your children in school) and medical care plans for the children who require them (see photos in staffroom)
- A minimum of one First Aider should accompany each trip
- Emergency Procedures Card (Appendix 25) is available and easily accessed

After the trip:

- Reflect on and evaluate the trip with pupils
- Use trip to inform new learning/support current learning, where appropriate

*A PC1 form is completed at the beginning of each session to cover local area trips such as mass, the library, the woods etc.

Excursion Planning Sheet

Class(es)	
Class Teacher(s) Mobile No. (Evolve):	
Trip to:	
Date(s):	
Departure time (bus):	
Return pick up time (bus):	
No of pupils: Boys: Girls:	
No of adults:	
Cost of venue:	
Cost of bus (added by office staff):	
Total cost to pupils:	
Extra info for PC Form i.e.: Helpers required Packed Lunch Required? Numbers required if P1-3	
Evolve: Primary Purpose	
Evolve: Intended Outcome	
Evolve: 1 st Aid Qualified Staff Member	
Other info: Parent Helper Names:	

Authorised..... Anna Chidgey (HT)

Date

Excursions

Please use this process when planning any trip or visit out with the local area

Class Teacher to:

Check your planned date does not clash with other activities such as: Music Tuition, Swimming, etc.

Phone Venue to confirm dates, times and costs

Complete Excursion Planning Sheet and pass to office (please give as much notice as possible as buses can get fully booked very quickly)

Once Approved

Complete Risk Assessment on Evolve. Take a paper copy on trip with you

Collate all PC forms, copy to the office prior to your trip

Let office know who the parent helpers will be and who needs to be contacted "no thanks".

Be aware of all meds/school lunches and collect on morning of trip

Office Staff to:

Phone bus companies to check price and availability

Add bus price to Excursion Sheet and pass to Class Teacher for approval and discuss total cost to be charged to each pupil—add to ParentPay

Pass Excursion Sheet to HT for approval

HT to approve and pass Excursion Sheet back to office

PC Form to be completed, copied and distributed to pupils **at least 2 weeks prior to trip**

Copy PC Form to Kitchen staff (for info re lunches)

Phone/email parent helpers. Let class teacher know.

Check ParentPay for all monies paid.

HAVE A GREAT TRIP