

Newland House School



Educational Visits Policy

This Policy applies to all sections of the school including the Early Years Foundation Stage.

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Updated by:	Deputy Head (Pre-Prep)
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	Governing body

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Part A: Information for parents

1. Introduction

- 1.1 At Newland House School we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. We operate an Enrichment programme for Year 6 girls and Year 8 boys which provides children with invaluable opportunities in the school community and beyond. It encourages them to develop their cultural awareness and develop skills to use in the wider world. The common factor is that they all make an essential contribution to pupils' development and education in the broadest sense of the word. The enrichment programme is set out in the *Curriculum policy*.
- 1.2 Educational visits are valuable for all of our pupils, including the very youngest, and we recognise that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They often provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. Most of our visits for the Nursery and Pre-Prep pupils are local, lasting only half a day. All visits for the Pre-Prep are the responsibility of the Deputy Head (Pre-Prep).
- 1.3 In the autumn term (2020), schools can resume non-overnight domestic educational visits in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. These will make use of outdoor spaces in the local area to support delivery of the curriculum and only after a full and thorough risk assessments to ensure they can be done safely. As part of this risk assessment, we will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. We will also consult the [health and safety guidance on educational visits](#) when considering visits.

2. Our visits

- 2.1 In the Prep, we regularly take pupils on day trips to historic sites, museums, galleries, natural features, farms and Roman remains to support the curriculum in History, Art, History, Geography, English, Biology and Classics. There are occasional theatre trips for pupils of all levels. We run post-Common Entrance residential activity trips for leavers in Year 6 and Year 8 based in the UK. Every year in August we run a French-

speaking trip to Normandy for boys proceeding from Year 7 to Year 8. There are Geography field trips in Year 7 and 8 which are non-residential day trips.

- 2.2 Every year in October the senior boys undertake a sports tour. This is usually in South Africa but Ireland, Kenya, Barbados and Grenada have also been on the itinerary. Every two/three years there is a Classical trip to the Peloponnese. There have also been trips to Iceland and skiing trips to Canada. Our choir has made concert tours to Bruges, Paris, Verona and Salzburg and our History Department also takes trips to the war trenches in France.
- 2.3 You can find more about the trips, visits and activities that are available to each year group from our web site, our prospectus and our e-notice boards around the school.

Supervision

- 2.4 For trips for Pre-Prep pupils, generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds and between the two school sites, the children are supervised by their Teacher and a qualified Teaching Assistant.

Staff Ratios and Responsibility

- 2.5 We operate a staffing ratio of 1:4 for off-site visits involving children in our Reception and Nursery classes. There is always at least two teachers, one of whom will have been designated in charge of the visit and there is always a qualified paediatric First Aider present. We also frequently invite parents to volunteer to help with off-site visits. However, volunteers will not be left alone to supervise children. In Years 1 and 2 the ratio of staff to pupils is 1:6.

Nursery and Reception

- 2.6 Nursery children will visit the Pre-Prep at various times in the first term, supervised according to the statutory visit ratios. In the Spring and Summer term an off site trip will be planned for them.
- 2.7 After an initial settling in time, Reception children are ready for excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the environment and to visit the Prep School. During the first term they will visit the local church for our Carol Service.

3. Keeping you informed

- 3.1 All parents of children in the Nursery and Pre-Prep are invited to an annual information meeting at the start of the Autumn term, when the aims of the year's

curriculum, the topics that will be studied and the methods of delivering the curriculum will be explained. The class teacher will list the visits that are due to take place over the coming year. We will send you a letter in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

- 3.2 If parents have any concerns about a visit that their child is due to be going on, they should speak to their child's teacher in the first instance.
- 3.3 The school calendar lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures for the Prep. Parents will always be notified in advance:
 - If a child has been selected for a sports team and will be given a list of fixtures. We very much welcome family and friends at all our matches, both home and away.
 - If a child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will always seek parental permission if the visit involves an extra charge, supplying a packed lunch, or late return to school.
 - We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. Information is always sent to parents concerning residential trips and parents are always invited into the school for a full briefing before their son or daughter departs on an overseas trip.

4. Consent

- 4.1 We require your written consent every time we take your son or daughter off-site except a visit for Pre-Prep pupils to the Prep school or to local places of interest for example, the church or Post Office. Please note that we are unable to take your son or daughter without a completed and signed consent form. A consent form will be sent to you in advance and must reach the school the day before the visit at the latest.
- 4.2 We require specific, individual written consent if we are to take pupils on a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost to parents. Please note that we are unable to take pupils without a completed consent form, which includes details of where you may be contacted in an emergency. This form will be sent out in advance of the trip as either a document via ParentMail, or as a link to Firefly to complete online. It must be completed and submitted before pupils depart.

5. Safety

- 5.1 Safety is top priority for us and we expect parents to support the school in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor and use the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, (or do not follow the school's behaviour code).

6. Mobile phones and other electrical devices

- 6.1 With the increasing demands of Safeguarding and GDPR, we feel that the safest way to protect children when away from home is to have **no** devices on any day or residential school trips; it also encourages them to interact with their peers and engage with their surroundings.
- 6.2 Children are invited to bring an inexpensive or disposable camera on trips as well as a book, card, games, etc. Cameras are brought at your own risk and the school is not liable in the case of loss or damage. For residential trips, further details will be provided at the individual information evenings.
- 6.3 If parents need to contact their child whilst on a day trip, they should contact our Reception Manager who will be able to contact the Group leader on their behalf.
- 6.4 If parents need to contact their child whilst on a residential trip, they can send a message to the Group leader on the emergency contact phone which will be provided to parents prior to the trip. If the child wishes to contact their parent during the trip, the Group leader will arrange this. Contact during the trip should be in the case of an emergency only.
- 6.5 For residential trips there will be a Blog which parents can view to get updates.

7. Further information

- 7.1 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.