



Hatfield Heath Primary School Educational Visits Policy

1. Introduction

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2 At Hatfield Heath Primary School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children we also offer a range of educational visits and other activities that add to what they learn in school.

2. Organisation

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition, teachers and governors agree the corresponding programme of visits and activities in advance of each academic year.
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. Parents are given details of these activities well in advance of the event.
- 2.3 Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in local visits and events as part of the child's registration from when first admitted to the school. Additional permission will be sort for those events further afield, e.g. class trip or residential. If we do not receive this written permission the child will be unable to participate.

3. Charging for School Activities

- 3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a

Charging and Remissions policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

4. Curriculum Links

4.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

4.2 For each subject in the curriculum there is a corresponding programme of activities which may include visits by specialists, such as:

English	theatre visits, visits by authors, poets and theatre groups;
Science	use of the school grounds, visits to botanical gardens, visits from specialist scientists, astronomers etc;
Mathematics	visits from specialist mathematicians, use of shape and number trails in the local environment;
History	castle visits, study of local housing patterns, local museums, visits from historians and theatre groups;
Geography	use of the locality for field work;
Art & Design	art gallery visits, visits from artists;
PE	range of sporting fixtures, extra-curricular activities, visits by specialist coaches, physical activities on residential trips;
Music	range of specialist music teaching, extra-curricular activities, concerts in school, visits to theatre or concerts;
Design and Technology	visits to museums, visits by specialist engineers;
ICT	extra-curricular activities, use in local shops, libraries, secondary schools etc;
RE	visits to local centres of worship, visits by local clergy.

4.3 We also have regular visits from local police officers, other emergency service workers and health workers. These visits support the personal, social and health education of our children.

5. Residential activities

5.1 Children in Year 6 will have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.

5.2 The residential visit enable children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors.

6. Coach travel

- 6.1 Charges made for coach travel to and from trips and sports fixtures cover the expenses of the journey only; we do not make any profit from this.
- 6.2 We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach to wear a seat belt, unless otherwise instructed by the individual parent.

7. Educational Visits Coordinator

- 7.1 In accordance with ECC policy there is a named designated Educational Visits Coordinator who has undertaken the Essex Local Authority EVC training (EVOLVE).