



Educational Visit Policy

Ratified Date:	20 th May 2019
Signed:	
	Lynne Thornton, Chair of Governors
Review Date:	Last reviewed – 27 th April 2020 Next review due – April 2021

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	May 2019
2	No amendments, however, EVC role will move to Natalie Evans once training has taken place.	April 2020

Educational Visits and Activities Policy

The Cumbria Academy for Autism acknowledges that students can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. For our children, it can mean much, much more. We want to provide them with experiences that will develop them as a young person, giving them the confidence to approach life independently outside of the school setting.

This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class or Year group, regardless of their abilities, therefore, developing further 'the whole child'.

The Head teacher (EVC) is responsible for this policy and procedures for dealing with occasions when groups are engaged on an official visit or journey. This policy and procedures correspond with the Cumbria County Council Guidance, systems and processes for supporting and monitoring "Learning Outside the Classroom" (LOtC) activities.

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 the Cumbria Academy for Autism, we seek to ensure that our Curriculum is delivered to all children, regardless of differences in ability, social background, race, or gender. 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** Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school year in our School Calendar. We plan other activities as the school year progresses and inform parents of these in due course.
- 2.2** Visits and activities usually take place within the school day, and the Head Teacher (in consultation with the EVC), approves all such visits in advance. We follow the LEA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate. All activities will be submitted through 'EVOLVE' and risk assessed appropriately. The Head Teacher must ensure that applications are submitted in sufficient detail and approve all activities that have been submitted.

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

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 will be a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the LEA. Some examples may include:
- English – theatre visits, visits by authors, poets and theatre groups;
 - science – use of the school grounds, visits to botanical gardens, visits to exhibitions;
 - mathematics – use of shape and number trails in the local environment;
 - history – castle visits, study of local housing patterns, local museums;
 - geography – use of the locality for fieldwork, village trails;
 - art and design – art gallery visits, use of the locality;
 - PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
 - music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;

- design and technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

4.3 We also intend to have regular visits from significant figures from our community. These may be police officers, health workers etc. These visits support the personal, social and health education of our children.

5. Residential activities

5.1 Children in KS2 & 3 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 or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits are exempt from payment.

5.2 The residential visit enables 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 LEA. All specialist activities are undertaken with qualified instructors.

6. School minibus

6.1 Our minibus meets LEA guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.