



Horizon School Trips and Excursions Policy

Rationale

We believe that learning should be meaningful and relevant and that children need to be actively engaged in the learning process. Excursions are learning experiences that can enhance the child's understanding of curriculum through hands on activities, and through the opportunity to participate communally in a variety of educational, social and physical experiences.

Aims

To ensure that school trips and excursions are safe and enjoyable for all children.

General Information

Excursions are learning experiences initiated, organised and supervised by the School staff that are external to the school site and are approved by the Head teacher.

- ❖ An excursion should be specific to the school's curriculum.
- ❖ An excursion can range from a brief visit to a local point of interest to an extended journey, which may include overnight accommodation.
- ❖ All students should be given the opportunity to participate.
- ❖ The ratio of student/teacher and student/adult will vary according to the nature of the activity, the activities planned and the anticipated behaviour of students so as to ensure the adequate safety of the students involved. An approximate guide for primary classes is 1: 6. The ratio of teachers/adults will increase as the risk increases.
- ❖ Information regarding each child's medical needs and an emergency phone number should be listed on a class list and will be in the possession of the teacher.
- ❖ Prior to the planned excursion a pre-visit and risk assessment will be carried out to ensure the safety of children and staff.

Procedure

- ❖ Trips will be discussed during the medium term planning stage.
- ❖ Trips will be discussed with the Assistant Heads for the relevant key stage. Prior to booking.
- ❖ Dates for trips will be organised in conjunction with the Registrar to organise buses. Confirmation from the venue of the trip will be confirmed before confirming the buses.
- ❖ Parent helpers will not go on the buses with the teachers and children.
- ❖ A letter informing parents of the trip will be written by the class teachers and shown to the Head, Deputy and relevant Assistant Head for checking. The letter will go out as a paper copy or email.



- ❖ Prior to the trip the class teacher will check medical records to ensure any children requiring epi-pens, inhalers etc are noted and the relevant materials are brought on the trip.
- ❖ A first aid kit will be taken on all trips.
- ❖ The class teacher will take a mobile phone ensuring that the school have the number and that he/ she has the school number.
- ❖ Children will wear their school uniform unless otherwise stated.

For overnight excursions:

- ❖ A phone tree will be set up to inform parents of arrival at the destination.
- ❖ Children will not take mobile phones or electronic games.
- ❖ Children will be allocated an adult to be in charge of them who will be responsible for their passports, luggage and general well-being.
- ❖ One adult will be in charge of all monies on the excursion, children will only be given money at allocated times.
- ❖ A presentation will be given to parents to allow for questioning and to inform of all aspects of the excursion.
- ❖ All children will have comprehensive insurance, where necessary a staff member will be the main adult on the policy.
- ❖ Food will be discussed with parents before travelling to ensure dietary requirements or allergies are catered for.
- ❖ Any medication will be kept by a designated member of staff and administered in the presence of this member of staff.

Equal Opportunities

- ❖ Quality of opportunity is a high priority and reference to the schools Equal Opportunity Policy will provide examples of how this is achieved.

This Policy was agreed by staff in September 2008.
It should be reviewed again in October 2010 by Head, Deputy and Assistant
Heads