

# The New School at West Heath

## Policy on Outings, Trips, Visits, Charging and Remissions

*This policy should be read in conjunction with related policy documents; Curriculum, Aims and Objectives of the School, Staff Handbook and How to Organise a School Trip.*

### Introduction

School outings and trips are an integral part of the whole school curriculum, providing opportunities for academic development, cultural enrichment and the development of essential life skills. Many of our students have social and emotional problems which prevent them from living what we may think as a normal life, i.e. travelling on public transport, going to the theatre, a visit to the countryside, accessing libraries etc. Thus part of the educational process is to give them experience and confidence in the wider world. The educational experiences and social skills gained from them assist our students to become more confident and effective learners.

In this policy the terms outing, trip and visit are used interchangeably.

### Aims and Objectives

- To enrich the curriculum with a wide variety of real life experiences to complement, extend and enhance classroom learning
- To provide students with new experiences previously denied to them
- To foster confidence in personal development skills e.g. using public transport
- To develop social skills in a group context removed from the artificial classroom environment
- To have fun and develop broader expectations of life
- To ensure that all of the above are open to all students irrespective of their ability to pay
- To take account of Health and Safety issues

### Strategies

#### 1. Outings are of various types:

##### *During the school day*

- School outings: Large groups comprising students from a number of classes and a broad spread of age. Example - a theatre outing for Key Stage 4 students
- Tutor group outings: Example - students from one class visit Chessington World of Adventure as a reward for meeting their group target
- Class outings: Students studying a particular subject make a visit as part of their programme of study: Example - a GCSE Food group visit a food processing factory.

- Individual student outings: A particular student is taken out for a specific assignment related to their study or personal development or as a reward. Example - as part of the induction process a new student who is school phobic is taken out for a coffee as part of the relationship building approach.
- Outings without direct supervision: Example - to promote independence and life skills a student is given an assignment to walk into Sevenoaks

### After the school day

- Recreational outings: Example a trip to the cinema or ten pin bowling for those students who have met their weekly residential targets

### Overnight trips

- Camping trips: Example Duke of Edinburgh Award expedition
- Short visits to overseas: Example an overnight trip to France for students studying GCSE French

All of these trips are planned with clearly understood objectives and planned according to the nature of the visit and the student participants.

## 2. Categories of Outing

For the purposes of planning outings are divided into three categories, provided the activities involved present no or a low risk. There is an additional fourth category of trip where the activity presents a greater risk. These typically involve adventure type activities of a physical nature.

	1	2	3	4
				Kent category B&C If DoE complete GOF1. If not DoE complete school risk assessment
Risks deriving from the activity being undertaken	Low	Low	Low	Significant Specific risk assessment to be undertaken
Duration & Distance	Short visits for the duration of a few lessons - up to a morning or an afternoon. Local	Longer trips - substantial part of the day - further away, possibly involving a late return.	More than 24 hours with at least one overnight stay to more destinations either in this country or overseas	

	1	2	3	4
				Kent category B&C If DoE complete GOF1. If not DoE complete school risk assessment
Occasion	As part of regular timetabled classes with over-run by mutual agreement with other teacher(s).	Involve the suspension of normal timetabled activities and release of teachers and teaching assistants from their regular commitments.		
Consent	Covered by non-specific letter signed by parents as part of admission process. Head of Education notified.	Special consent required. Teacher letter to parents with reply slip. No students to be allowed to go without consent. In exceptional circumstances witnessed telephone consent is acceptable. Consent for residential students may be given by Head of Care.		
Charging	Funded as part of curriculum	Voluntary contribution requested. See special circumstances below.		
Catering	None	Packed lunches available - planning pack has form.		
Planning	As part of lesson plan with considerations of risk ,supervision, medication, allergies etc Use of summary checklist	Detailed planning procedure based on the pack of forms in the appendix. Agreement in principle from Head of Education to be sought first, followed by scrutiny of detailed planning by Heads of School or management meeting.		
School Office	Provided with list of names of staff and students on departure and notified on return	Provided with list of names of staff and students on departure and notified on return.		

### **3. Use of Staff cars**

We have access to our school mini-bus and staff who have received mini-bus driver training are authorised to drive it. Staff may use their own cars if they have business user cover on their insurance policy and this has been confirmed with the bursar's office. Running costs are reimbursed at a published rate (currently 35p / mile).

### **4. Supervision Ratios**

A staff allocation of 1:4 is necessary for most visits. No member of staff will ever go out alone with a student unless this has been agreed with a member of the Senior Management who has taken due notice of the individual student risk assessment and made a judgement that it is not inappropriate in any way. With groups at least one member of staff will be a teacher.

### **5. Consent**

For each trip, a letter is sent to parents or carers requesting their permission and asking for a contribution but explaining that no child will be denied because of an inability to pay.

The senior member of staff arranging each outing is responsible for arranging and accounting for any financial issues associated with the trip, in conjunction with our school Bursar.

A detailed procedure with accompanying forms is provided for the use of staff in order to plan thoroughly and avoid problems and secure the maximum educational benefit.

### **Special Circumstances**

In the event of non-payment, the outing is subsidised by our school. Trips are usually subsidised in order that contributions from parents and carers are kept to a reasonable minimum. In the event of absence and a contribution having already been made, each case is reviewed sympathetically. In many instances such as theatre trips, if we are given no notice nor time to arrange a substitute, there is no automatic right to reimbursement.

### **Staffing**

Staffing arrangements for school trips will be organised according to the guidance outlined in our Health and Safety Policy.

**Outings & Trips**

**This Policy should be read in conjunction with the following policies:**  
Health & Safety

**Appendices:**

**Monitoring of Policy Implementation is the responsibility of:**  
The Senior Leadership Team

**Lead responsibility:** Vice Principal - Education

**Relevant Legislation:**

<b>Annual Policy Review Required:</b>	Yes / No
<b>Approved by:</b> S.S. Committee	<b>Date approved:</b>
<b>Ratified by:</b> Trustees	<b>Date ratified:</b> 10/2003
<b>Reviewed – no changes</b>	<b>Date:</b>
<b>Reviewed – with revisions</b>	<b>Date:</b>
<b>Revision No.</b>	1.0