

Donaghadee Primary School & Nursery Unit



Educational Visits Policy

Overview

It has been staff policy in Donaghadee Primary School & Nursery Unit to voluntarily organise Educational Visits on a one-day and residential basis. Day visits normally relate to aspects of the NI Curriculum for each particular year group. The main Residential Visit for P7 pupils is usually a trip to an activity centre in Northern Ireland i.e. Greenhill YMCA or Share Discovery Village. We also offer a Primary 6 Residential Visit to Ganaway.

The Board of Governors wishes to encourage staff and pupils to undertake educational visits as an addition to the children's learning experience during their primary schooling. In a time of financial constraint, voluntary contributions will be requested from parents of participating children to cover the cost of such a visit. The Board of Governors however reserves the right to cancel the outing should the cost of the voluntary contributions not cover the cost of the visit.

Aims

1. To provide pupils with as many real-life experiences and cross-curricular themes which relate to the areas being studied.
2. To develop in the pupils a feeling of self-confidence and sense of adventure.
3. To encourage children to become self-reliant.
4. To develop and encourage social skills in working, playing and sharing together in the team situation.
5. To provide pupils with the opportunities to practise and apply the skills learned in the classroom to the outdoor situation.

Procedures

STAGE I

1. (i) The teacher in charge discusses with Principal and obtains initial approval for visit.
(ii) Obtains local information including facilities for refreshments/meals, toilets, assesses hazards and makes pre-visits, if appropriate or necessary.
2. Board of Governors to be made aware of any intended Residential Visit.

STAGE II

3. Staff involved - prepare detailed itinerary to include -
 - (a) length of visit;
 - (b) mode of travel and travel arrangements;
 - (c) costs including pre-visit costs (if appropriate);
 - (d) staffing levels, including requirements for specialist staff (if appropriate).
4. Staff involved - determine category of visit in accordance with Education Visits Scheme.

Adult-Pupil Ratio

Nursery 1:6

Foundation 1:10

KS1 1:15

KS2 1:15

5. Staff involved - complete appropriate approval form/risk assessment for consideration by Principal.

STAGE III

6. Staff involved - inform parents by letters. Details to include -
 - (a) nature of activities;
 - (b) date(s) and length of visit;
 - (c) cost and method of payment;
 - (d) clothing requirements;
 - (e) meal arrangements;
 - (f) supervisory arrangements;
 - (g) insurance arrangements;
 - (h) liaison arrangement with school;
 - (i) consent form;
 - (j) GHIC applications and Collective Passport applications if European visit;

- (k) pocket money;
 - (l) travel arrangements;
 - (m) packed meals to be taken enroute.
 - (n) payment plan.
7. Party Leader holds meeting with parents (if appropriate) -
- (a) Answer queries on 6 (a - n);
 - (b) Briefs staff regarding responsibilities during visit.
 - (c) Completes EV1 form if visit in categories 5 or 6 (in EA Scheme for educational visits), and forward to appropriate Education Officer.
8. Staff involved - prepare and submit all risk assessments and brief pupils on safety protocols.
9. Staff involved - instruct Executive Officer to open payment plan using online school money system.
10. Trip confirmed by Principal or decision to cancel referred to Board of Governors.

IMPORTANT

We would expect parents to discuss with their child/children the following –

Guidelines for Pupils

1. Pocket money is brought prior to the trip and given out on a daily basis. Pupils should not keep ‘extra’ money in suitcase etc.
2. Make sure all items of clothing etc. are clearly named.
3. All medicines should be given to leaders before departure by a parent. It must be clearly labelled and listed on the trip permission note.
4. Non-essential items such as mobile phones, torches, valuable jewellery and watches should be left at home.
5. Individual calls home should not be made by pupils for the following reasons - as per Policy.
 - busy itinerary is normally arranged;
 - past experience has shown that a call to or from home upsets a homesick child and indeed often can trigger a chain reaction;
 - a child may send false or misleading information and cause unnecessary concern to his/her parents and to others;
 - the time involved in making so many phone calls would be impractical;
 - regular updates via Class Dojo and X will be provided to showcase the daily events and activities.
6. If parents feel they must make contact, they may phone or message the school mobile. Alternatively, they can send a private message to one of the leaders via Class Dojo.
7. Any change regarding times that pupils will arrive home from a trip will be notified to parents by the school or via Class Dojo and School App text facility.

A high standard of behaviour is expected at all times. (See Pastoral Care & Positive Behaviour Policy)

Principal_____

Chair of Governors_____

Date_____