



BURGESS HILL

— GIRLS —

School Visits and Trips Policy

1.4.9

School visits and trips provide welcome opportunities for enrichment, both curricular and extra curricular. There is a need to achieve a balance between the advantages that these excursions bring and the disadvantages of any loss of curriculum time for both the groups involved and for the groups who lose their specialist teacher for the duration of the trip.

Priority will be given to visits and trips which:

- Provide something that the girls cannot do easily or routinely themselves or with their parents outside of school time
- Have significant relevance to the syllabus
- Have particular educational value which contributes to the delivery of a rich and varied curriculum

It is not desirable for a trip or visit, for which parents have to pay, to be an essential part of the curriculum.

- Coursework should not be dependent on trips which have financial implications for parents.
- If the syllabus does impose a requirement for fieldwork or similar, this must be clearly stated in the curriculum information provided to the parents at the time that the pupil chooses to take the course.

Residential trips with a significant cost to parents must be planned well ahead. The School will provide parents with a list of all trips on offer during a given academic year prior to the start of the year.

Any proposed trip must first be approved by the Head.

Staff –student ratios should be discussed in detail with the Deputy Head and agreed at the planning stage of the trip.

Discussions should take cognisance of:

- the age of the pupils
- the form of travel
- the planned activities
- the location- local/UK/ Abroad
- skill/language requirements
- residential / non residential
- the venue – activity centre with supporting staff/ other
- the relevant experience of the pupils and accompanying staff
- the number of staff accompanying trip (staffing to be more generous when staff numbers would otherwise be low)

Over arching these discussions staff:student ratios should be in the following ranges, as circumstances allow - subject to a minimum of 2 staff

Day trip UK	1:12 - 1:15
Residential Trip UK	1:10 - 1:12
Day Trip Abroad	1:10 - 1:12
Residential Trip Abroad	1:8 - 1:10

The upper limit should not be exceeded except under exceptional circumstances and with the agreement of the Head.

The school requires that:

- The lead member of staff acquaints himself/herself with the information in the Trips file and follows the procedures laid out within it.
- A RISK ASSESSMENT IS BE COMPLETED AND USED FOR ALL TRIPS
- Trips will usually be arranged through a reputable tour operator with a proven track record for organisation of educational trips.
- If a trip is planned and organised by a member of staff without the services of a tour operator, written evidence of health & safety compliance will be obtained from all organisations used.
- The Head will be kept informed at every stage of planning and must be satisfied that arrangements satisfy the highest safety standards and appropriate safeguards are in place.
- When possible the lead member of staff will undertake a pre trip visit.
- Staff accompanying the trip acquaint themselves with current health and safety regulations relating to School trips and visits (DfES handbook for schools “ Health & Safety for Pupils on Educational Visits”)
- A log of significant incidents be kept for the duration of the trip and submitted to the Head on return to school.
- At least one member of staff accompanying the trip has valid training in basic first aid.
- School staff will be responsible for the overall welfare of the pupils throughout the duration of the trip. Specific responsibility for activities will be devolved to specialist staff/instructors when appropriate.
- A duty rota be established to ensure that each member of staff has a reasonable break during each 24hour period.
- Pupils adhere to the published code of conduct

The school allows staff to drink in moderation when ‘off duty’ during the trip.

Participation in a Burgess Hill Girls trip is restricted to current pupils and employees of Burgess Hill Girls unless agreed in advance with the Head.

School Trips - DAY, EVENING AND RESIDENTIAL

School visits and trips undoubtedly provide welcome opportunities for enrichment, both curricular and extra curricular. The effort required to organise and run all trips from the shorter local trips to the longer overseas visits is considerable and much to the credit of staff involved. At Burgess Hill Girls we are fortunate to have staff willing and able to arrange and contribute to these visits and trips.

There is a need to achieve a balance between the advantages that these excursions bring and the disadvantages of loss of curriculum time for both the groups involved and for the

groups who lose their specialist teacher for the duration of the trip. Anything which takes classes, or staff, out of other lessons will be scrutinised.

If the planned visit will take place entirely within the time you are scheduled to be teaching the group all that is necessary is to:

- obtain prior written parental permission or check that the trip is covered by the occasional off premises permission form and that each member of the class has returned the signed permission slip
- discuss staffing needs and plans with the Deputy Head
- ensure that you and the class are signed out at reception

If your proposed visit will extend beyond your own scheduled lesson time, requests to take pupils off timetable will be considered; a decision will be made based on the criteria below.

- Speakers and events in school make more efficient use of pupil time, avoiding potentially lengthy travelling time.
- Priority will be given to visits and trips which
 - provide something that the girls cannot do easily or routinely themselves or with their parents outside of school time
 - have significant relevance to the syllabus
 - have particular educational value which contributes to the delivery of a rich and varied curriculum
- It is not desirable for a trip or visit, for which parents have to pay, to be an essential part of the curriculum. Coursework should not be dependent on trips which have financial implications for parents. If the syllabus does impose a requirement for fieldwork or similar, this must be clearly stated in the curriculum information provided to the parents at the time that the pupil chooses to take the course.
- Residential trips with a significant cost to parents must be planned well ahead. In order to ensure that pupils and parents are aware of the opportunities on offer and the costs involved, The School will provide parents with a list of all trips on offer during a given academic year prior to the start of that year. Ideally major trips will be advertised 2 years ahead to allow parents and pupils to make an informed decision re time and financial commitment.

- Revision conferences will not be given a high priority. It is felt that most of these are not aimed at our pupils and as such do not give a sufficiently challenging and focused experience. We should be providing appropriate revision advice within school.
- Curriculum time pressure on year groups taking external examinations will be taken into account.

Proposals for visits and trips should be accompanied by sufficient detail to allow a reasoned decision to be taken.

Whilst trips should be planned as far ahead as possible it is accepted that many opportunities are not known in time to be included in the Year At A Glance for the following academic year. For this reason care will be taken when agreeing trips for the year ahead to allow 'space' in the year for additional activities to take place.

Staff:student ratios should be discussed in detail with the Deputy Head and agreed at the planning stage of the trip. The upper limit should not be exceeded except under exceptional circumstances and with the agreement of the Head.

A RISK ASSESSMENT SHOULD BE COMPLETED AND USED FOR ALL TRIPS

Any member of staff planning a trip should refer to the more detailed trips Policy and Guidance file. There is a copy in the staff work room; JAA and EAL also hold a copy. An electronic version is available on the Y drive/Sen Sch Admin/Trips Policy & Guidance. Staff should copy relevant sheets for their own use; after use the file should be returned to the staff room at the earliest opportunity

SIXTH FORM VISITS AND TRIPS

Any pupil wishing to take advantage of a planned visit or trip must approach each member of staff of any lesson they will miss to gain permission to miss that lesson. A form must be completed to show this has been done. The purpose is to ensure that, out of courtesy, the member of staff is aware in good time that a pupil will miss a lesson and, when necessary to allow the member of staff to object to individual pupils attending trips - perhaps their application to their studies has been inappropriate and/or they have particular/considerable work to catch up on. The list of participants should still be published on the staff room notice-board as soon as the event is sanctioned or 2 weeks before the event whichever is the later.