BURGESS HILL GIRLS

Educational Trips and Visits Policy Whole School including EYFS	14d

Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	August 2025
Review Period	3 years
Approved by (Committee and Date)	SLT August 2025
Approved by Governors	Autumn Term 2025
Effective Date of Policy	August 2025
Next Review Date	August 2028
Related Policies	Trips and Visits Process in Senior School Staff and Prep School Staff Handbooks

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Educational Visits Co-ordinator Senior School and Sixth Form - Assistant Head Pastoral and Boarding
Educational visits Co-ordinator in the Prep School – Assistant Head Prep
Educational visits Co-ordinator in the Nursery – Nursery Manager

In our school we seek to ensure that a broad and balanced curriculum is delivered to all pupils, regardless of social background, race, gender or differences in ability. Burgess Hill Girls believes strongly in the value of educational visits which fall into the following categories:

- Those which are an essential part of GCSE or A level studies (e.g. field trips)
- Those which are a desirable enhancement of GCSE and A level studies (e.g. theatre trips, gallery visits, historical venues, print-making workshops…)
- Those which enhance the curriculum in the Prep School and EYFS
- Those which add to a pupil's life experience and education in its broadest sense (e.g. ski trips, Iceland, Year 5 and 6 annual residential activity week, , Sri Lanka,, Isle of Wight)

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 of School or in the case of the Prep School or EYFS the Assistant Head Prep School.

Once approved staff: student ratios should be discussed in detail with the Educational Visits Co-ordinator and agreed at the planning stage of the trip.

Discussions should consider:

- 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 the trip

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

TYPE OF TRIP	EYFS, YR 1, YR 2	PREP SCHOOL YR 3 – 6	SENIOR SCHOOL YR 7 - 13
DAY TRIP UK	1: 6 (nursery under 4 work on a 2:1 ratio for external trips)	1: 10	1: 12
RESIDENTIAL TRIP UK	N/A	1: 10*	1: 10
DAY TRIP ABROAD	N/A	N/A	1: 8
RESIDENTIALTRIP ABROAD	N/A	N/A	1: 8

* Ratios for Years 3-6 for may be lower depending on the nature of the trip itself.
** If any member of staff has a child on the trip, they do not form part of the student: staff ratio.

The upper limit on staff: pupil ratios should not be exceeded except under exceptional circumstances and ONLY by agreement with the Head.

All arrangements for off-site visits and the behaviour of pupils during these visits are the responsibility of the Trip leader from the start to the point of return of all pupils to the school day or until the time that the last pupil has been collected. The trip Group/Party leader must complete the necessary forms and must accompany the visit.

Planning an EYFS / Prep School trip is managed by the Prep / EYFS team. Full instructions for planning and booking senior school and sixth form trips are found in 6.2 Trip Handbook – Senior School and Sixth Form here. This includes information and forms related to risk assessments, first aid, insurance checks, communication with parents, preparing pupils, transport and ISAMs communication set up. Trip leaders taking overseas trips must also ensure that passport and visa procedures are followed.

A RISK ASSESSMENT IS BE COMPLETED AND USED FOR ALL TRIPS

Educational Visits booked through a Tour Operator
It is quite common when using a tour operator that they will manage all aspects of transportation on the trip. The trip leader and the Educational Visit Co-ordinator will oversee these arrangements to ensure they satisfactorily meet the requirements of the School.

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.