

Educational Visits and Activities Policy 2023-24

Implemented :	September 2011
Next review :	June 2024

1 Introduction

- 1.1** The Winchester School offers children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2** In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.
- 1.3** Visits are planned with a focus on strengthening the National Agenda and are also linked to curriculum expectations for enhanced experiential learning

2 Organisation

- 2.1** The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition, teachers plan corresponding programme of visits and activities in advance of each term of the academic year.
- 2.2** Within each year group's programme of work the teachers plan educational visits and activities that support the children's learning. Parents are informed about the details of these visits and activities as the school year progresses.
- 2.3** Visits and activities usually take place within the school day. A full risk assessment is carried out by a member of staff, prior to the visit. The HOP/HOS and KHDA also approve all such visits in advance. Parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child is unable to participate.

3 Curriculum links

- 3.1** All educational visits and activities support and enrich the curriculum and promote National Agenda. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities which includes :

- Arabic & Islamic –visits to mosques, visit by experts, authors, Sheikhs.
- English – theatre visits, visits by authors, poetic Heart, Emirates literature festival;
- Science – use of the school grounds, visits to parks, gardens, industries, science centres e.g. children's city
- Mathematics – use of shape and number trails in the local environment;
- History – visits historical sites, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, visits to geographically significant sites.
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities and concerts.
- Art- art exhibitions, local artist visits, museum.
- ICT/Business- visit to exhibitions, GITEX, competitions etc.
- 4 Extra – curricular clubs (afterschool and break time)
- At The Winchester School we offer an exciting array of ALO (Additional Learning Opportunities) which are aimed at developing existing interests and exploring new ones. Our Additional Learning Opportunities are designed to enrich the taught-curriculum and to complement the all-round development of our students. The activities offered are based on student and parent feedback.
- Parents and students access the additional learning opportunities/activities club overview through Phoenix and can sign up for the interested activities.

5 Residential activities

- Students in upper KS 2 (Years 5 & 6) and in KS3 and above have the opportunity to participate in a residential/overseas visit. These are subject to additional charges.
- The residential visit enables children to participate in outdoor, adventure and community activities. All specialist activities are undertaken by qualified instructors.

Protocol for trips

1. Portal for payment should be opened as per the time line.
2. Letter to parents should be sent three weeks in advance for local trips, one month in advance for overnight local trips and three months in advance for international trips.
3. Member of staff complete a Risk Assessment form to plan the trip.
4. There must be at least one qualified first aider in the bus.
5. Written/email consent and money should be given by parents 4 days prior to trip, as shared in the circular.
6. Children who have not been given permission will be contacted by the school. Work will be provided for them to attend the above/below year group as deemed necessary.
7. Students who have repeated behaviour concerns/display poor behaviour on the day of the trip will not be permitted to go on school trips.

Ratio of child to adult:

Please note: One teacher must be present on each bus. Parents can not travel on school buses as they are not insured.

Trip status	Adult: child
Secure ground requiring student to exit bus straight into an enclosed area with additional supervision on site	1:14
Open ground (e.g. park with younger children)	1:10
Near water	1:6

6 Field trip procedures and guidelines

- All trips will have previously had a risk assessment carried out by the designated member of ML's using the risk assessment form and submitted to HOS for approval at least 2 days prior for local trips and 7 days prior for overnight/overseas trips.
- No trips can be booked without the approval of SLT.
- Venues must be visited by the teachers before taking children to a venue for the first time.
- It is the responsibility of accompanying teachers to produce age appropriate and relevant resources, as necessary.
- The designated person will prepare a letter to parents, for approval by the SLT, and will arrange the booking of buses.
- The circular must be sent at least 10 days prior for local trips, 1 month prior for overnight trips and even earlier for overseas trip as per organizers schedule in order to collect consent from parents.
- Teachers must check bookings with the Administration Officer for bus arrangements and departure/arrival time before the trip is announced to parents.
- It is the teachers' responsibility to collect from the nurse a school first aid kit and to check for any medical concerns. The teacher must also take any child's emergency medicine e.g. asthma puffs, etc. Teachers must liaise with parents of children with specific medical needs like epilepsy, diabetes and allergies to accompany in the trip. Students with medical needs may be exempted from certain trips if deemed at risk by the school medical team & management.
- It is the teacher's responsibility to take both a mobile phone and the numbers of all relevant parents and to have access to these at all times.
- It is the teacher's responsibility to ensure that all permission slips are collected and to check them the day before and to follow up on any absences.
- A school trip is an opportunity to broaden the curriculum and has an educational and social value; the (learning) objective of the trip should be clear and should connect to the curriculum. Teachers must ensure that students have a notepad to make necessary notes.
- Students who are not going on the trip may not be asked to stay at home, they can be in school and work should be planned or they can be placed in sections that are in school.

- Teachers are responsible for ensuring there are adequate supply of water for the duration of the visit.
- Teachers must not let the children leave alone where they might suffer damage or loss.
- If food is being provided at the centre, teachers are responsible to pre-check if any children have any special dietary requirements. i.e. allergies, etc.
- Teachers are fully responsible for the care and wellbeing of their children whilst out of the school. They must ensure that discipline is maintained and children are safe at all times.
- Should a child need to be taken to hospital whilst out of school, both the school and the parents must be informed immediately.
- Whilst out of school, teachers must arrange with the bus drivers the exact time and location for pick up.
- Teachers, Teaching Assistants/Learning Support Assistants, travelling on buses with children must not wear earphones or use personal listening devices as this compromises the care of the children.
- Teachers should take along a camera to record and save images for the year group blog, Event Logger and website updates.
- If the trip takes place outdoors teachers must ensure that all children (primary) are wearing a hat – **no hat – no trip!** Older students are also recommended to wear appropriate dress/hats to prevent any discomfort/injury due to environment factors.
- Teachers and Teaching Assistants must ensure all children board the bus carefully and count the number of children before leaving school and also the same way ensure all children board the bus safely from the field trip venue. Form tutors to send children in one by one and TA in the bus to safely get children seated. Once all children are in only then Form tutors to board the bus.
- On returning to the school, teachers must feedback to the designated person in order for arrangement to be reviewed and improved if necessary.

This policy is reviewed annually by the SLT and with the feedback from school staff and parents.

Signed : 

Date : June 2023