



NORTH BIRMINGHAM ACADEMY

EDUCATIONAL VISITS

Each Department has a copy of the complete Educational Visits Handbook.

Well planned Educational Visits can make a valuable contribution to the life of a academy.

Students of all ages and abilities can gain benefits from the great range of visits carried out.

A visit can be:

- a walk around a local shopping centre
- sponsored walk in Sutton Park
- residential field study courses
- theatre trips
- a day at the zoo
- Duke of Edinburgh expedition to the Azores
- a cruise
- ...and many more, anything beyond the academy gates.

The visit should enhance the quality of the students' normal learning experience and it must be managed carefully to ensure that it is both valuable and safe. It is essential that organisers and participants do not think of any visit as a "trip" or thinly disguised holiday. In particular if the visit is an integral part of the curriculum of a course of study then the participants must understand that work is a priority.

Staff need to:

- be clear about the objectives of the visit;
- identify which areas of National Curriculum or exam course that the visit will fulfil

Students need to:

- understand the objectives of the visit;
- know what is expected of them;
- do preparatory work to make visit more meaningful;
- complete follow up work/projects.

The planning of an educational visit is a lengthy and complex procedure. There are statutory regulations to be met and high standards of safety and pupil work are not achieved without a rigorous approach to the planning of all aspects of the visit.

EDUCATIONAL VISITS PLANNING OVERVIEW

When planning any visit, follow these steps:

1. Initial Planning

- 1.1 What is the purpose of the visit? There should be clear educational grounds for the visit.
- 1.2 Who will be the participants?
- 1.3 What supervision will be needed?

Have you considered the risks involved and checked with the LEA requirements?
- 1.4 Have you checked the calendar?

Have you considered the cover requirements and the impact on the academy?

Have you checked with teachers whose lessons might be affected?
- 1.5 What will be the method of transport?

If you are using the academy minibus, have you checked the minibus regulations?
- 1.6 Have you obtained preliminary costings?

Have you checked the charging policy guidelines?

The academy has two Educational visits coordinators – Paul Davies

2. Gaining Approval

- 2.1 Once you have answered the above questions seek approval from PD.
- 2.2 Complete LA form(s) and the approval form available from Jackie Leadbetter .
- 2.3 Prepare letter for parents; this **must** be approved by PD
- 2.4 Obtain written parental consent for each student.

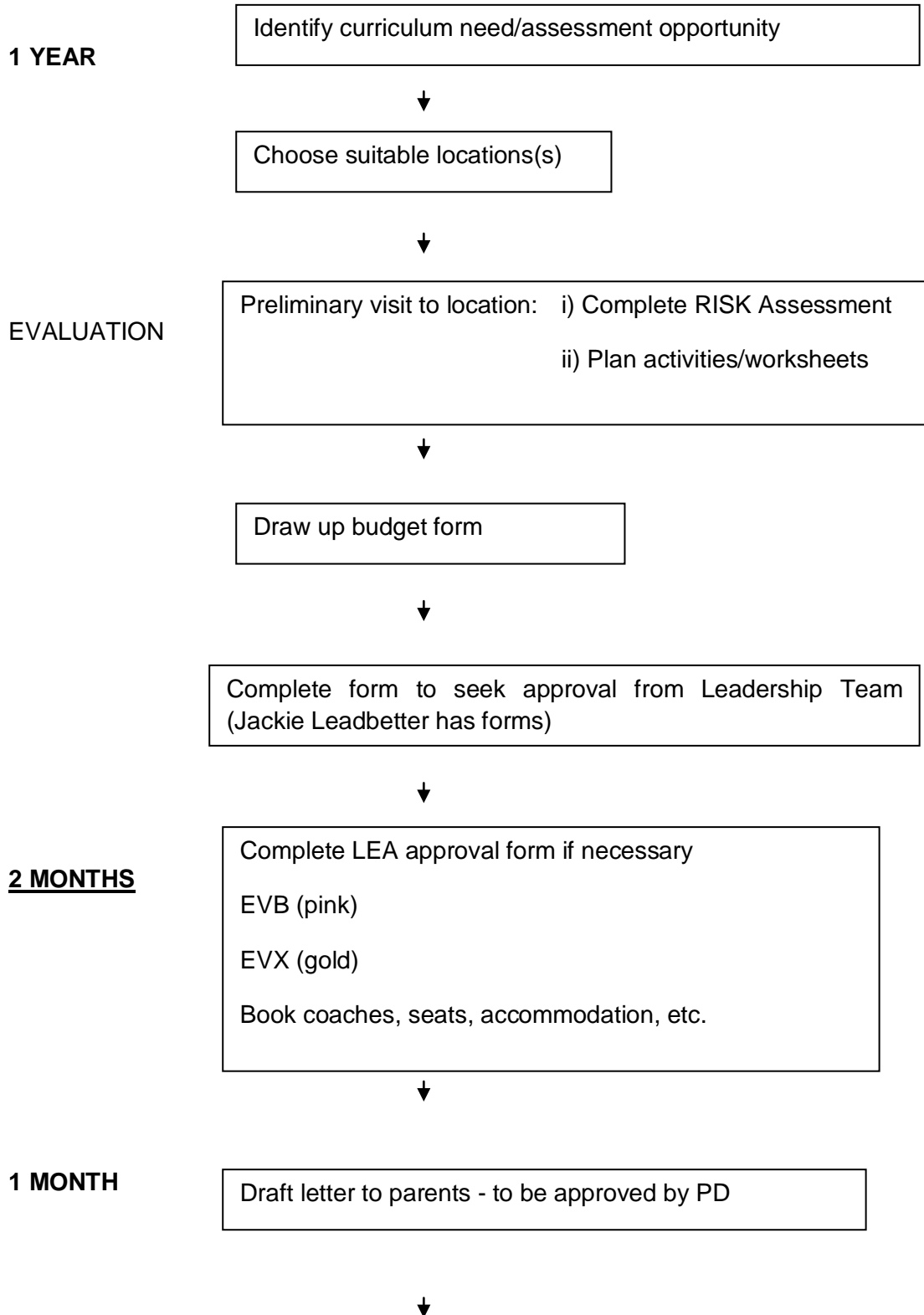
3. Preparation

- 3.1 Hold a meeting with students; a meeting with parents **must** be held if the visit is abroad or residential.
- 3.2 Confirm bookings and plan the journey.
- 3.3 Make arrangements to collect money; open a fund with the office; MAP will arrange cover during registration so that money can be collected in.
- 3.4 Plan the programme during the visit.
- 3.5 Work with the students to prepare them for the visit.
- 3.6 Prepare support materials (if appropriate).
- 3.7 Carry out risk assessments and prepare supervisors; ensure that all supervisors are fully briefed.

4. Before you go

- 4.1 Make a list of student contacts and medical information; lodge a copy of this with the Principal or, in her absence, another member of the Leadership Team and leave one in the academy office.
- 4.2 Ensure all documentation is complete; check that you have got LEA approval.
- 4.3 Organise final briefing packs, resources, medical packs.
- 4.4 Make sure that you have an emergency contact back at base and organise an emergency contingency plans.
- 4.5 Ensure all health and safety issues are covered.

EDUCATIONAL VISIT PLANNING PROCESS



Make arrangements to: i) obtain written parental consent
ii) complete health information forms
iii) complete contact list
iv) collect money



Preparatory work with pupils & staff



Check & check equipment, worksheets



Consider allocation of staff to coach, mini-bus

NB. If approval is not suggested within 3 weeks notice from the leadership team the trip WILL NOT happen.

Policy adopted by NBA Governing Body on:

Senior Leader with policy responsibility :

Date of next review :