

THE KING'S SCHOOL IN MACCLESFIELD



EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY (SENIOR DIVISIONS)

King's recognises the benefit of learning away from the school in developing and enriching the educational experience of the pupils and in contributing to their personal development, and we are proud of our tradition of offering an impressive range of such trips and expeditions.

We also recognise that there are legal issues involved in organising school trips which are worthy of clear statement: the Head of Foundation and the governors have overall responsibility for ensuring trips are properly planned, organised and led and the trip leader is "in loco parentis" and has a duty of care to all members of the party. This document and its appendices ensure the protection of colleagues by laying out best practice for trips and educational visits.

The Deputy Head (Operations) will give advice on matters relating to the permission for a trip to take place. The Educational Visits Coordinator will give advice on matters relating to the planning, required procedures and paperwork for residential or day trips. The Director of Finance will give advice on travel insurance, payment for trips and issuing foreign currency.

The safety and security of its pupils is the School's highest priority. King's uses as its basis for trips the relevant documentation from the DfES (**Health and Safety of Pupils on Educational Visits**), guidance given in the HSE document **School Trips and Outdoor Learning Activities** and guidance provided by the Outdoor Education Advisers' Panel. This advice has been adapted in the appendix to this policy, **Guidance for Planning and Organising a Trip**. **Trip leaders must read this document and take a copy of it with them on all school trips.** If there are any further concerns relating to a planned trip then the School's Educational Visits Coordinator (EVC) should also be consulted.

It is important that members of staff comply with the various requirements for paperwork, which is designed to be as straightforward and brief as is compatible with the safe running of a trip, for the benefit of themselves and the pupils. In the event of an accident, the school will always support a colleague if the trip has been planned with due care following the school's policy and procedures.

Educational visits are seen as an extension of the school and therefore the school rules will always apply. Where necessary appropriate sanctions should be enforced on the return to school.

The School's child protection policy and procedures will apply during School trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Deputy Head, Operations immediately (or to the Head of Foundation if the disclosure involves a member of staff)

The School will make every reasonable effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Curriculum trips which are compulsory and which take place during the school day in Years 7-9 should be funded in full by the department running the trip or activity. Compulsory curriculum visits in Year 10-13 can be paid for by parents on the condition that they have been made aware that this is a requirement of the course in advance and it is a part of the department's curriculum documentation.

Trips and time out of lessons

The King's School has a stated commitment to academic excellence, as well as to providing a wide range of opportunities in order to fulfil the school's aims. It is clear that whilst both are very important to the pupils' overall development academic work should take precedence in a school of this nature. This section of the educational visits and school trips policy aims to convert these stated ideals into a workable framework for day to day decisions. **The following principles will guide the decision making process once a trip has been requested.**

Time out of class will be seen as the exception rather than the norm.

Time out of class for curriculum purposes will usually be permitted. However, it is less likely to be permitted around key pressure points for the year group involved.

Time out of class for curriculum purposes is more likely to be permitted for activities embedded within schemes of work rather than for additional or ad hoc activities.

Departments will normally be permitted one trip per year in each year group. The only exception to this would be where external syllabuses demand it, e.g. field- trips.

In requesting time out of lessons for a trip, the following factors should also be considered:

Where possible, trips should be arranged to have a minimum impact on pupils' time out of lessons, e.g. theatre trips could take place in the evening and residential trips could run across a weekend.

Where a trip is for curriculum enrichment only, the educational value of the trip should be balanced against the amount of time lost in the classroom.

Attendance at Study Days and Lectures will usually be permitted only if they provide expertise that is not available within school or cannot readily be brought into school. Attendance at lectures given by speakers brought into school will normally be allowed where they bring significant expertise or interest of obvious value to the pupils and where the appropriate audience could not reasonably be assembled at lunchtime or after school.

Attendance at competitions will normally be allowed, not least as an integral part of our enrichment provision.

Time out of class for non-curriculum purposes will be rare.

Time out of class for sporting fixtures will only be permitted where those fixtures cannot reasonably take place out of class time. Examples would be external sporting tournaments and cup competitions.

Pupils whose recent record does not meet with the academic expectations of the school may, following a proper process, be prevented from participating in activities involving time out of class. In all cases the explicit expectation will be that the pupil proactively catches up on

missed work.

Pupils whose recent record does not meet with the behavioural expectations of the school may be prevented from participating in a trip. Consideration of the nature of the trip will be made, such as frequency and amount of time pupils may spend in unsupervised settings, proximity to school and ability of staff to draw upon the resources of school, whether the trip is overseas, and whether trust and confidence in the pupil to behave is sufficient to not negatively impact the planned nature of the trip. In all cases the explicit expectation will be that the pupil behaves according to the school rules and behaviour policy.

Time out of class for individual students to pursue their excellence in a particular field (drama, music, sport) will normally be discussed directly with the pupil and their parents. Such leave from the curriculum will be understood to compromise the educational process but may be considered appropriate for the individual.

Author: Deputy Head (Operations) and EVC

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