

# HAMPTON LAKES PRIMARY SCHOOL: EDUCATIONAL VISITS POLICY

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## RATIONALE

Educational visits provide a context for learning, requiring children to use their skills, knowledge and understanding in real, and often complex situations. This helps them to understand and remember what they are learning about.

“Learning outside the classroom was most successful when it was an integral element of long term curriculum planning and closely linked to classroom activities” extract from Outdoor Education Advisors Panel (OEAP) Handbook version 2 dated 2015

## PURPOSES

To fulfil the ten outcomes of high quality outdoor learning as stated by the English Outdoor Council.

### And in addition:-

- To enhance childrens’ learning through the provision of first-hand experience.
- To increase knowledge, understanding and appreciation of the local area and other areas which are different in nature, culture and environment from our own.
- To facilitate development of skills in observation, recording and reporting.
- To assist with social development of pupils by providing the opportunity to live and work with others in situations different from their normal environment and culture.
- To meet the requirements of the National Curriculum and complement the school’s broad primary curriculum.

## GUIDELINES

There should be a range of trips and visits of varying complexity and distance from the school site. Skills developed during early excursions should be built on and extended later. The variety of experience offered overall should be broad and balanced and within the context of the learning outcomes stated for each visit.

Opportunities for residential experiences should be made available to all children during their education at Hampton Lakes Primary School.

Parental/non-teaching adult involvement should be considered as valuable to the success of some trips and visits.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

### In addition to this Educational Visits Policy, Hampton Lakes Primary School:

- Adopts the Local Authority’s (LA) document: ‘**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**’ (All staff have access to this via EVOLVE).
- Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

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All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

While staff must remain free to plan their own trips and visits they must make sure they have the appropriate experience and had the training through whole school induction. They must also have notified their intentions to the Educational Visits Co-ordinator via the appropriate paperwork.

The organisation of off-site trips and visits by staff is a voluntary activity.

### **CONCLUSION**

It is school policy to ensure that all students are able to participate in the full range of off-site activities open to them, regardless of their socio-economic situation and ability to contribute financially to the cost of such activities.

SLT Co-ordinator: Miss Z Trigg

### **APPROVED BY GOVERNORS:**

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SIGNATURE

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NAME

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DATE