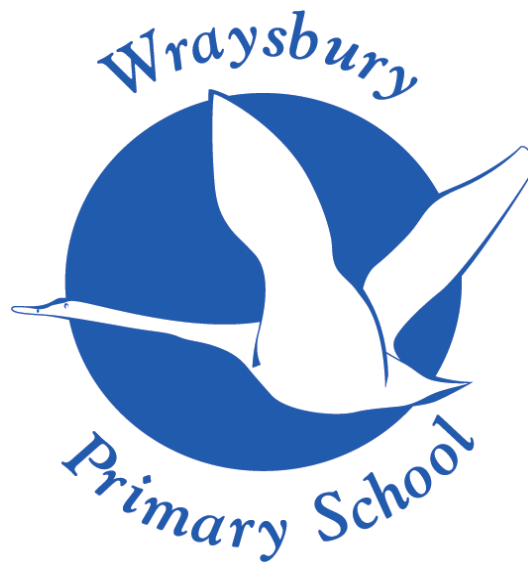


Offsite Activities Policy



Welley Road
Wraysbury, Staines
TW19 5DJ

Headteacher: Mrs A Fox

Produced by:

Myles Gresswell

Approved by Curriculum, Pupil Welfare and
School Community Committee:

To be approved Summer 1

Review date:

Offsite Activities Policy

Introduction

Wraysbury Primary School sees a huge benefit in outside and offsite learning and promotes educational visits and trips at all opportunities in order to enhance and develop learning and individuals. Offsite activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

Aims

- To enhance curricular and recreational opportunities for our pupils
- To provide a wider range of experiences for our pupils than could be provided in the school site
- To promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Permission for educational visits

At the beginning of the academic year, parents are asked to complete RBWM's OA4 Medical Consent Form. This acts as permission for children to be taken off the school site for educational purposes, provided the activity is within normal school hours. We do however, still inform parents by letter when we intend to make an offsite visit.

If parents do not give permission for their child to attend a visit, the child is still expected to be in school. Work will be left for them and they will join another class for the day.

Day Visits

The majority of planning and organisation of trips will be completed by the phase leader with the support of the Educational Visits Co-ordinator (EVC). The current EVC is Myles Gresswell. In some situations the organisation will be delegated to a class teacher.

Costings (including transport) and availability will be sort prior to the visit being approved in order to ensure there is not too much financial demand on the school or parents when asking for voluntary contributions (see Charging and Remissions Policy).

The trip leader, with the support of other appropriate staff members (EVC, Finance Officer etc), will liaise with the place to be visited in order to ensure that all procedures are followed correctly and parents are informed of all the necessary information.

Residential Visits

Phase leaders are responsible for organising residential visits. Currently at Wraysbury Primary School we offer a 3 day, 2 night residential to Lower Juniors and a 5 day, 4 night residential to Upper Juniors.

Charging for offsite activities

See Charging and Remissions policy

Risk Assessments

RBWM have master risk assessments for "self-organised" visits, such as coach travel, walking groups and open public spaces. These are available electronically and should be adapted as necessary. If visiting

a residential centre or attraction such as a zoo for example, risk assessments, written by the establishment, should be viewed by the trip organiser during the organisation of the visit and specific risks should be shared with all adults accompanying the visit. Signed copies of the risk assessments should be provided for the EVC prior to departure.

Other associated policies/procedures

Charging and Remissions Policy

Off-site Activities Procedures

Health and Safety Policy

Volunteer Policy