



Pikemere Educational Visits Policy

At Pikemere, we believe that every child should be offered the opportunity to learn and develop and we aim to offer a wide and creative curriculum for all our children whatever their talents. In order to achieve this we believe that children should be allowed to experience learning environments outside school.

Pikemere School follows the guidelines of Cheshire East when planning all trips. The following adult: child ratios are adopted according to those guidelines:

FS1	1:3
REC	1:4
KS1	1:6
KS2	1:10

A child with a statement will have 1:1 care at all times.

Each child will have the opportunity to attend at least one educational visit during the academic year to enhance the curriculum based teaching in the classroom and the topic work that they are involved in. This may include inviting artists/companies into school.

The Class Teacher will organise a trip, gaining prices and availability before confirming the arrangements with the Head Teacher.

Suitable travel arrangements should be made according to the physical requirements of the children in the class. Where disabled access is required, a coach with an appropriate wheelchair lift should be reserved. Where this is not a necessity, best value should be applied. All coach companies approached by Pikemere will have seat belts fitted.

The Leading Teacher must have a contactable mobile phone with them at all times and a school mobile is available for this purpose. The Leading Teacher is responsible for ensuring that all contact details of staff, children and parent helpers is available.

Staff at Pikemere will make every consideration to the physical ability of the children in their care when organising trips.

The staff and Local Governing Body are aware of the different personal circumstances of families within the community, and therefore where possible, aim to keep day trips to a maximum of £15.00 and for longer, more expensive trips such as residentials, savings schemes and sensible payment periods are available.

For every trip organised, a Risk Assessment must be carried out by the Leading Teacher and signed by the Head Teacher at least 24 hours prior to a trip. An internal risk assessment is suitable for day trips. For any residential trips, the school risk assessment must be added to Evolve along with any external risk assessments and supporting documentation. Advice should be sought where an activity includes water.

Where residential or international trips are taking place, the County must be advised in advance and all insurance information confirmed prior to the trip.

The Educational Visits Coordinator for Pikemere is Mrs A Morris. This involves maintaining all documentation and provides guidance if required.

Parent helpers are encouraged to go on schools trip and should be DBS checked. Governors are encouraged to support residential and international trips.

Every care will be taken to ensure the wellbeing and safety of the children in care. Activities involving water will be kept to a minimum and where swimming lessons are offered, these are with the additional expertise of trained coaches.

Pikemere School is insured with Zurich Municipal at the point of approving this policy.

Monitoring and review

This policy will be monitored by the Local Governing Body at Pikemere School.

The policy will be reviewed every 3 years.

Date Agreed _____

Signed _____ Chair of Governors

Signed _____ Head Teacher

Review Date Autumn 2021.