
Dulwich Hamlet Junior School Educational Visits Policy

School visits may be organised in order to provide:

- an introduction to a topic
- an insight on a new aspect of the children's learning
- first-hand experience related to the curriculum.

It is important to decide on the purpose of the visit as this affects your choice of location and content. Discuss the visit with the Headteacher unless it is a repeat visit. It may also be possible to involve the children in the planning of your trip.

A preliminary visit is recommended, if possible, so that you can establish:

- that the content is appropriate
- what facilities are available at the location
- costs (of visit and of appropriate transport).

(If a preliminary visit is not undertaken it will be necessary to make enquiries and arrangements by telephone).

Dates: Check the availability of the venue and the school diary (especially against school journey/other class visits). Confirm dates with the Headteacher and Deputy who arranges supply cover. Inform Music staff in advance so instrumental lessons may be re-arranged if possible.

Costs: Parental contributions towards any admission charges may be requested; the school usually pays for transportation (and support cover). Confirm this with the Headteacher.

Numbers: Can the venue accommodate your class/group? (N.B. It is sometimes preferable not to arrange a whole year group visit as this can cause problems with staff cover).

Toilets: At the venue (and/en route if it is to be a long journey)

Lunch: Check with the venue where you may eat. The Admin Manager will inform the **cook** that your class/group are to be out all day, and that your class will be missing lunch.

Special needs provision: For example wheel chair access, at the venue and en route, appropriate to your class/group or individuals.

Teachers' notes/guides and pupil activity sheets: Check these are available before the visit or on arrival.

Adult supervision: Keep Health & Safety in mind at all times. There must be a Group Leader who is in overall charge. There must always be at least 2 adults accompanying children on a visit, (a combination of male and female supervision would provide most effective cover). Each class should have a teacher, and depending on the circumstances, at least one other adult with them (lower juniors two). Please check with the Headteacher that your supervision is adequate. Check with the venue in case they have any specific supervision requirements of their own. If in doubt discuss this with the Headteacher or Deputy Head.

Parents / Volunteers for Supervision: Remember that parents will need adequate notice if they are to be asked to volunteer to help with supervision. (Also please check that parents are capable of helping and if they should sign a Police Check form, or Volunteer form, before the visit (this applies mainly to overnight stays).

Confirmation and Payment: Once you have finalised your arrangements, ask the Admin Manager to confirm your booking in writing, making provision for payment as appropriate. This is usually an invoice sent to the School Bursar, or a cheque payment on arrival at the venue, (agree this with the Bursar some days before you require it).

Form Filling: Complete a Visits / Trips Out Notification Form, (available from the Admin Office).

Transportation: The Admin Manager will arrange coaches, train tickets etc. (Check with the coach driver where & when they will pick you up for the return leg of the journey). If transport is unsafe, Eg if seat belts are not working, then do not use the transport. Report problems to the Admin Manager.

Letter to Parents: Liaise with the Administrative Manager when preparing a letter to send to parents informing them of the outing. A standard letter is on file, but ask the Admin Manager to adapt it, including for example:

- the date, leaving time and expected return time
- request for a packed lunch, if appropriate
- if necessary request for a voluntary contribution to cover the cost of admission (confirm this with the Headteacher beforehand).
- money for souvenir buying, Teachers must decide (and agree across the year group) if they want to allow this. Encourage the children only to bring sensible amounts of money.

Playground duty: Check if you need to swap your playground duty.

First Aid: First Aid kit for all trips out, plus sick bag and bucket for each coach party (see Admin staff).

Behaviour: In preparing your children for the visit, explain to them both what they should expect from the visit and what you expect of them, particularly in relation to work and behaviour. Remind them that general school rules about sweets, money, toys etc also apply on educational visits.

List of children taking part on the visit: On the day of the visit don't forget to fill in the register and also take a list of the children's names with you so that the school knows exactly who has gone on the trip.

School Contact / mobile 'phone: The Group Leader should take a working mobile telephone and leave the telephone number with the office (if possible leave the mobile on). The school mobile is kept in the Headteacher's safe, remind her to charge the battery the day before. Collect an emergency numbers sheet, including the school 'phone number, from the office before you go.

Remember to notify the office of your return as soon as you get back, AND - have a good time.