



EDUCATIONAL VISITS POLICY

1. Kingshill School supports visits involving our pupils.
2. We recognise the value pupils derive from well organised visits. Residential and non-residential excursions benefit pupils:
 - socially, by working and sharing in activities together
 - academically, by offering studies unavailable in school
 - culturally, by seeing other areas or countries
 - linguistically, by visiting foreign countries and speaking, hearing and reading their language
 - physically, by offering a range of activities of a sporting or recreational nature
 - pastorally, by developing self confidence and self esteem.
3. Visits help to:
 - develop positive relationships, not only between pupils, but from teacher to pupil and pupil to teacher
 - make the school curriculum richer by the experiences pupils gain
 - foster better links between school and parents
 - attract and recruit pupils to the school
4. The Educational Visits Coordinator (EVC) is Sharron Pearson in liaison with the Headteacher.
5. **All visits must be planned and supervised in accordance with Gloucestershire Education Authority's Guidance for Organisers of Educational Visits and School Journeys.** Governors' approval must be granted in advance for all residential visits abroad. County policy and all information is available from: www.gloucestershire.gov.uk (school visits). Offsite and educational visit guidance phone: 01452 425350 / fax: 01452 425755. The Gloucestershire E-go system is on the school intranet.
6. All school visits that have limited spaces and are oversubscribed will have places allocated by the fair process of the drawing of lots after the deadline date for first deposit. In order to qualify for this process all necessary first deposits must be made by the deadline date. Those not fortunate to secure a place will have their deposit returned and their names will be put on the reserve list according to the order of the drawing of lots. Parents will be informed if their son/daughter has been allocated a place.
7. The dates of school visits should be included in the school calendar which is published in July for the following academic year. Every effort should be made to avoid disruption to examination classes and "key" educational dates.
8. The dates of school visits and details of payment should be sent to the Administrative Assistant (Theresa Salem) to be included in the School Newsletter.
9. It is recommended that a record be kept of pupil participation in residential school visits. All visits should be cited in the writing of the pastoral report.
10. In certain circumstances, bursaries may be available to provide financial assistance towards the costs of residential visits during school time. Full details can be found in the Charging and Remission Policy or obtained from the School Business Manager.

Reviewed by S Pearson _____ January 2012 _____ (Date)

Adopted by Governors _____ (Date)

Review date _____ January 2013 _____