



St Mary's Church of England Primary School
Established 1845

Educational Visits

Pupils can derive a good deal of educational benefit from taking part in school visits, both short-term and residential. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits, in particular, encourage greater independence.

For any activity taken outside school, proper preparation and planning are necessary, not only to ensure the smooth running of the activity but, and of paramount importance, the safety and wellbeing of the pupils concerned.

PROCEDURE

A. LOCAL

When pupils join St. Mary's C E Primary School, parents will be asked to sign a consent-form which covers all trips within walking distance of the school, such as church visits, Forest School, nature and environmental walks within the village. **This will cover all excursions of this type and will be reviewed annually.**

B. GENERAL

1. A written proposal for the activity should be presented to the Principal, with full details, including cost, and a preliminary risk assessment. A decision on viability will be made by the Principal, but final responsibility for the activity lies with the Governing Body. The Principal will appoint a Group Leader (who should have a qualification in First Aid and be judged to be competent for the particular activity).
2. If a subsequent full risk assessment proves satisfactory, an information letter to parents will be distributed, together with a consent form.

