

EDUCATIONAL VISITS POLICY

Statement

The Queen's School places a high value on educational visits which enrich our curriculum, extend our extra-curricular opportunities and encourage the development of self-confidence, independence and responsibility in our pupils. This policy also covers the Early Years Foundation Stage pupils in this school.

Aims

We aim to provide a wide range of age-appropriate local, national and overseas trips and visits which complement the classroom environment and enable girls to acquire knowledge via experience, develop an understanding of other cultures and beliefs and provide opportunities for teamwork, leadership, community service and physical well-being.

Provision of educational visits

Curriculum based trips, visits and exchanges are organised by individual departments. Day trips in both Lower and Senior School support and consolidate work covered in lessons and vary according to the requirements of pupils.

Currently in the Lower School individual teachers organise curriculum day trips and a variety of residential trips. All sporting activity trips and related events out of school are organised by the Head of PE and sport.

In the Senior School Heads of Department and individual teachers organise curriculum day trips, extra-curricular games fixtures and cultural trips. Heads of Year organise year group trips on the annual Activity Day. Currently, Year 7 are invited to attend a residential induction course.

Mixed year group residential trips are organised by individual members of staff.

Bursary funding

Pupils in the Senior School who are supported by bursary funding receive financial assistance to enable them to attend the Yr7 residential visit and curriculum related day trips in accordance with our equal opportunities policy.

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Health and Safety

The Head of Co-curricular has oversight of Educational Visits and reports to the Headmistress on health and safety concerns. The Deputy Head and Head of Lower School are both members of the Health and Safety Committee and oversee the procedures and documents produced for trips. They provide guidance to all teachers either organising or accompanying pupils on trips.

Educational visits procedure

The Educational Visits handbook and the detailed procedures and relevant documentation for both non-residential and residential educational visits can be found on the VLE. In the Lower School the relevant information can be found in Shared Documents/Write Staff/Lower School/Educational Visits.

Payments/ Cancellations

A deposit is required for a residential trip (to show firm interest) followed by staged payments. This deposit will only be refunded in the event that the trip is oversubscribed or does not proceed. If a girl withdraws from a trip after payment of the deposit *to the organising company*, parents will be required to indemnify the school for any balance that may become payable and any additional costs arising from this withdrawal, such as administration/cancellation charges imposed by the travel company.

If a girl withdraws from a non-residential trip, then the payments will be non-refundable.

All cheques should be made payable to The Queen's School.

Educational Visits Handbook

Staff have to read the Handbook and provide all documentation .