



MARICOURT  
CATHOLIC  
HIGH SCHOOL  
& SIXTH FORM CENTRE

# EDUCATIONAL VISITS POLICY INCLUDING CHARGES AND REMISSIONS POLICIES RELATING TO VISITS

**This Policy is in line with the School Mission Statement and with Sections 449- 462 of the Education Act 1996**

## Mission Statement

Maricourt seeks to provide a living Catholic community which is rooted in Christian values and where growth and knowledge, respect love and fellowship are shared by all.

**INSPIRE**  
WITH  
MARICOURT

POLICY REVIEWED: May 2021  
SCHEDULED REVIEW: May 2024

## Definitions

- School Trip – An educational or recreational trip, either during a single day or residential, organised by the school to enhance the learning experience and development of our students
- Group Leader(s) – The individual(s) given responsibility by the Headteacher to organise and lead a school trips/educational visit. All educational visits will have an assigned Group Leader
- Evolve – A fully managed and robust online system run by EduFocus that simplifies the process of planning, processing, monitoring evaluating and reporting of trips and educational visits
- Educational Visits' Co-ordinator - The person within the school who has responsibility to ensure that educational visits meets all requirements

## Policy Statements

- Educational visits enhance and enrich the experience of youngsters in the school helping to develop subject knowledge and skills, personal and social skills and personal qualities such as self-confidence and self-reliance.
- Educational visits will be inclusive, enjoyable, rewarding and safe.
- The Headteacher must approve all school trips and educational visits; overseas residential visits must have Governing Body approval.
- Students will be charged for school trips in accordance with the School Charging Policy.
- No student will be excluded from participating in a school trip on the grounds of cost.
- Appropriate staffing will be provided by the school for all educational visits, taking into account staff: pupil ratio and relevant experience /expertise of accompanying staff.
- A trained member of staff with responsibility for child protection will accompany all residential school trips.
- The school will provide a mobile phone to the group leader accompanying an educational visit. The group leader must ensure they have access to emergency contact details of the pupils.
- In the event of an emergency, a serious breach of discipline or child protection matter emerging, the group leader will contact the Headteacher, EVC or another member of the Senior Leadership Team at the earliest available opportunity.
- All trips will be risk assessed with the relevant documentation being completed by the Group Leader through EVOLVE.
- All relevant documentation should be assigned to EVOLVE and will be checked and approved by the EVC and Headteacher prior to the departure of a school trip.
- A trained member of staff with responsibility for first aid will accompany all residential Educational Visits. Where this is not possible the person responsible for first aid must be indicated on the risk assessment.
- A first aid kit will be taken on all Educational Visits.
- A student with special educational needs or a disability will be given an equal opportunity to participate in a school trip subject to satisfactory risk assessment.
- The School Behaviour Policy applies to all students whilst on an Educational visit.

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## **Responsibilities**

### **Group Leader**

The Group leader is responsible for all aspects of planning the trip, including completing the relevant documentation, and for directing accompanying staff so that there is appropriate supervision during the trip. The Group leader is responsible for safety, maintaining good order and discipline and for all communications and records.

### **Accompanying staff**

Staff who accompany an Educational visit will be delegated responsibilities by the Group Leader. Where significant numbers of students are participating in an Educational visit, accompanying staff will be assigned to a particular group of students.

### **Headteacher**

The Headteacher must approve all Educational visits. The Headteacher will be available to offer appropriate guidance, advice and support to the Group Leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.

### **Educational Visits Co-ordinator (EVC)**

The EVC is responsible for overseeing the implementation of the policy. All educational visits require the approval of the EVC and the Headteacher. The approval of Sefton LA is also required for trips that involve high risk activities led by the School staff and visits overseas. The EVC will be available to offer appropriate guidance, advice and support to the Group Leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.

## **Safeguarding**

All staff accompanying pupils on educational visits should have **DBS** clearance. They should also have undertaken recent and relevant training with regard to the safeguarding of pupils.

## **Charges, Voluntary Contributions and Educational Visits**

### **Charges**

No charges will be made for visits which take place during school hours. No charges will be made for visits out of school hours which relate to the National Curriculum or to any public examinations for which pupils are being prepared by the school. A charge may be made for a visit which is an optional extra and which is more than 50% outside school hours.

Optional extras, in the context of educational visits, are those which:

- are not related to the National Curriculum
- are not required for a prescribed pupil examination that the pupil is being prepared for by the school
- are not part of religious education.

Board and lodging for pupils on a residential visit is an optional extra for a pupil on a residential visit. Transport that is not required to take a pupil to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education is an optional extra.

In calculating the cost of optional extras an amount may be included in relation to:

- Any books, materials, instruments, or equipment provided in connection with the activity.
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide an optional extra.

The charge made in respect of any pupils will not exceed the actual cost of providing the optional extra, divided equally among the number of pupils participating. There will be no element of subsidy to cover the cost of any pupil or pupils whose parents are unwilling or unable to the full charge. No charge will be made to cover the cost of an alternative provision for those pupils who do not wish to participate, for example, for supply teachers employed to cover for teachers who are absent from school accompanying pupils on a residential visit.

When an optional extra activity is part of on-going enrichment for pupils, it is at the discretion of the Governing Body to provide a remission of any charge or voluntary contribution in respect of that visit.

## **Charges for Residential Visits**

No charge will be made for a visit which:

- takes place during school hours,
- is out of school hours but which is related to the National Curriculum,
- is part of a syllabus for a prescribed public examination that the pupil is being prepared for at school,
- is part of religious education.

No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

A charge can be made for board and lodging as part of the visit. This charge will not exceed the actual cost.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (Please note that this figure is for April 2012 and that it changes each year.

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.

## **Definition of outside school hours**

The following will help to decide whether or not an Educational Visit takes place in or out of school time:

Example 1: An Educational visit which takes place during school holidays can be charged for.

Example 2: An Educational visit that takes place only on school days cannot be charged for.

Where a trip takes place partly on school days and partly on non-school days it is only deemed to take place outside of school hours if 50% of the sessions are outside the school days. A session is a 12 hour period e.g. noon to midnight. Examples 3 and 4 below illustrate:

Example 3 – a trip that goes Saturday morning, Sunday and returns on Monday evening can be charged for – 4 sessions (66%) are out of school time.

Example 4 – a trip that goes out on Sunday morning and returns on Tuesday afternoon cannot be charged for (66% of the trip is in school time).

Example 5 – A 50/50 trip is deemed to be in school time/hours.

## **Voluntary Contributions**

Voluntary contributions can be asked for to enable visits to take place where it is not possible to make a charge. Parents must be told that any contribution is voluntary. If a parent is unwilling or unable to pay, the child must still be given an equal chance to go on the visit. The school may use funds available to it to support those parents in receipt of the benefits identified on page 4 of this policy, which entitle them to have board and lodgings costs paid for on a visit for which a charge can be levied. The visit may not take place if voluntary contributions are insufficient to cover the costs of the trip and alternative funds are not available to cover the shortfall. Parents should be informed of this possibility of cancellation. If the visit does take place, the children of parents who have not made a contribution will be treated the same as the children of those parents who did make a contribution.

## **Operational Practice**

All educational visits should be in keeping with the ethos of the school. In particular, if the visit includes a Sunday, arrangements must be made for pupils to attend Mass either on Sunday or Saturday evening. Where this is not possible, it should be discussed with the School Chaplain and the decision should be communicated to the parents.

No school trip should be mentioned to pupils or arrangements made before the Headteacher and/or EVC has been informed and permission in principle to go ahead has been given. Detailed planning can commence once this permission has been granted.

Once permission in principle has been given, a detailed submission should be made using Evolve. This should be completed at least one week before the trip for day visits and two weeks before for residential visits. The information recorded on Evolve will indicate that the trip has been appropriately planned.

A visit must be led by appropriately experienced and trained staff. There is no legal ratio, numbers appropriate will depend on the nature of the activity and the pupils involved. For mixed sex trips, particularly involving overnight stay, male and female staff will normally accompany the pupils. A risk assessment must be completed. Where appropriate, a pre-visit may need to be done to assess the risks. There must be communication with the parents, by letter or in person, as to purpose of the visit, the nature of the activities to be undertaken including transport arrangements, the supervision involved, the expectations in terms of the behaviour of the pupils and channels of communication during the visit. Parents must give permission for their son/daughter to take part in the trip. Detailed and accurate financial records should be kept. The Finance Office will help with the handling of monies and the maintenance of records. Any payments for Educational visits should be made through Parent Pay.

Key documentation should be left with the EVC. This will include the information provided on Evolve and emergency contact information as appropriate. A record of any medical treatment

including first aid treatment given during the trip should be kept. Documentation, including parental permission slips, is to be retained by the school for five years after the visit.

Where a visit involves the use of the school minibus, the organiser should be aware of the precautions that must be taken by the driver of the minibus and that there must be at least two eligible drivers if the journey is of significant length.

Sefton LA has arranged block insurance cover which is suitable for all educational visits. If there are any doubts about this, the policy should be discussed with the LA.

## **Evaluation**

The outcomes of education visits must be evaluated by the leader and a return provided for the EVC.

## **Statement from the Governing Body about Educational Visits**

Decisions about charging and remission are the responsibility of the Governing Body.

There are limited funds available to support educational visits.

In deciding how to allocate these funds, the Governing Body will give priority to:

- a) Non-optional visits (those related to the National Curriculum and essential for the preparation of pupils for prescribed, external examinations).
- b) Pupils eligible for the Pupil Premium (i.e. sons/daughters of parents in receipt of the benefits identified in the Educational Visits Policy).
- c) Pupils eligible for the Pupil Premium Plus (i.e. Children in the care of the Local Authority, in agreement with school, social workers and foster carers).