

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

<EDUCATIONAL VISITS AND IN-SCHOOL ACTIVITIES POLICY>
RESPONSIBLE COMMITTEE: <WELFARE>



(To be read in conjunction with the DCSF good practice document entitled “Health and Safety of pupils on Educational Visits)

To provide a rich and balanced experience for all students at The Manor - A Foundation School we must be able to embrace and include a variety of activities which will enhance the curriculum without jeopardising the primary aim of the College which is for students to achieve academic success at both KS3 and KS4.

As a result of our Specialist Status in Performing Arts, there will need to be cooperation between departments and faculties over collaborative experiences for students. However we need to establish clear guidelines and parameters for each activity e.g. aim/purpose, staffing, organisation, impact etc.

Activities which have been established for many years including visiting groups delivering activities such as Careers presentations, English workshops, Citizenship presentations etc, also need clear guide lines before they are given approval.

Students who participate in sporting activities, drama/dance presentations and music must also be subject to clear guidelines concerning practices and rehearsals.

The list below is not exhaustive but describes some of the activities which may take place.

1. Collaboration between department over a project/topic
2. Visiting groups offering presentations
3. KS3 educational visits (1/2 day, full day or residential)
4. KS4 Educational visits (1/2 day, full day or residential)
5. Trips abroad (MFL, History etc)
6. Annual ski trip
7. Drama productions
8. Dance productions
9. Sporting activities
10. Music performances
11. Individual music Lesson/ SEN support / Locality team support
12. Open evenings
13. Senior Citizens Party
14. Assemblies

GENERAL PRINCIPLE

Before any activity can take place it should be approved and entered into the college diary by JDA, Deputy Principal. Overseas trips must also be approved by governors and the LA.

A monitoring process to ensure equality of opportunity needs to be made to ensure the same group does not miss the same curriculum area continually: cross referencing with the timetable needs to take place.

HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL VISITS

- **Staff must adhere to the DFEE (now DfE) “Good Practice Guide for Health and Safety of Pupils on Educational Visits”**
- **This good practice document and all the necessary forms contained therein have been adopted by the college and should be adhered to at all times.**
- **Central to this document is the fact that all trips must be thoroughly thought through and fully risk assessed. Wherever possible, a pre-visit should take place.**