



Princecroft

PRIMARY SCHOOL

Incorporating The Hive Nursery

Learning outside the Classroom

Review date	January 2024
Date of next policy review	January 2026

This policy is in line with the Single Equality Policy

**Princecroft Primary School
Princecroft Lane
Warminster
Wiltshire
BA12 8NT**

Headteacher: Mrs Gemma Pierson

E-mail: admin@princecroft.wilts.sch.uk

LEARNING OUTSIDE THE CLASSROOM POLICY

This document should be read and understood in conjunction with the following documents:

School Policies:

- Behaviour
- Safeguarding and Child Protection
- Charging and Remissions
- Intimate Care
- Single Equality Policy
- SEN Offer
- Supporting Pupils at School with Medical Conditions

DfE & other external guidance and legislation

- [Council for Learning Outside the Classroom](#)
- Equality Act 2010
- [DfE Health & Safety on Educational visits \(Nov 2018\)](#)
- [Guidance for Safer Working Practice for Adults Working with Young Children \(2022\)\(Sec 22\)](#)
- [Keeping Children Safe in Education](#)
- [Outdoor Education Advisers Panel National Guidance](#)
- [Supporting pupils at school with medical conditions \(Dec 2015- updated 2017\)](#)

Local Authority documents (see 'Right Choice'):

- Wiltshire Council Outside the Classroom Service (through [EVOLVE](#) site)

Principles

- In school we aim to provide a rich learning environment for all children. This complements the learning environment created by parent/s¹ in the home and by family visits. However rich the classroom environment may be, it can be dramatically enhanced by learning outside the classroom.
- When planning for learning outside the classroom, we take into consideration the needs of all our pupils to ensure that such activities do not discriminate against any pupil irrespective of ability, ethnicity, sex, gender, religious belief or sexual orientation.
- When planning for learning outside the classroom, we take into consideration those pupils with specific medical conditions for whom there are Individual Health Care Plans (IHCP) in place in line with the school's policy.
- Excursions must be carefully planned and structured to achieve maximum benefit. These excursions take many forms and will include:
 - walks around the school grounds
 - sports activities
 - walks in the local town
 - visits around local areas

¹ **Parent/s** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

- visits to surrounding villages and/or places of interest (e.g. museums, Roman Baths)
- day visits further afield
- residential visits ([in the United Kingdom or overseas](#))
- However, whilst we fully recognise all the benefits that learning outside the classroom bring to pupils and the way in which they enhance the curriculum, there may be occasions due to external constraints or budgetary constraints that do not allow us to offer as many opportunities as we might wish.

Aims

Through school visits we aim to:

- enhance pupil's learning through the provision of real or first-hand experiences
- increase knowledge, understanding and appreciation of the local area and other areas that are different in nature and environment from our own
- further develop skills in observation, recording and reporting
- assist in the development of confidence, independence, sense of adventure and sense of responsibility, particularly towards their own safety and the safety of others
- assist in the social development of pupils where they are given the opportunity to live and work with others in a situation different from the home environment.

National Curriculum Statements of Attainment and Programmes of Study in all areas of the curriculum can be enriched by educational visits. In some cases they form an essential component.

Obligations

- The Head Teacher is ultimately responsible for all LOTC² visits and activities but can delegate this role to an Educational Visits Coordinator (EVC).
- The responsibilities of the EVC are clearly laid out in the '[Evolve](#)' site, which our school uses to plan and prepare for school visits, which can be accessed through 'Right Choice'
- The roles and responsibilities of school governors, visit group leaders, supervisors, volunteers, parent helpers and the Local Authority are also clearly laid out in the '[Evolve](#)' site.

Voluntary contributions

- We are obliged to request voluntary contributions for school visits. The Governing Body has a charging policy that details the full range of activities where a charge can be made. This policy is available on the school website or from the school office.
- In order to ensure that we don't overburden the parental purse the schools guidelines are:-
 - *A maximum of one residential visit per year should normally be arranged.³*
 - *There should be no more than three visits a year per class, for which a charge is made.*
 - *Any number of cost free local visits may be planned and arranged. Sudden unexpected opportunities or stimuli (such as a JCB digging locally) or some element of the weather should be utilised.*

Parental permission

- Parental permission must be obtained for all visits (including sports and musical events).
- Parents will be provided with full details regarding any trip planned and asked to provide medical information and additional contact details as appropriate.
- Every effort will be made to send letters and information out to parents at least 4 weeks in advance.

² LOTC: Learning Outside the Classroom

³ Please note that there may be times, due to unforeseen circumstances where this may not be possible due to changes in national and/or local guidance

Procedures for Planning, organising and running an 'Off-site' visit

- The school uses the 'Evolve' planning, risk assessment and approval system, which works in partnership with the Local Authority.
- It is an on-line platform which supports the school and the EVC in:
 - researching, planning, authorising and monitoring LOTC activities
 - supporting colleagues in the planning, delivery and evaluation of LOTC activities
 - keeping them updated with all the latest guidance, technical advice and support to ensure a high quality approach and encourage best practise and innovation in the planning and delivery of LOTC activities
 - providing access to a range of high quality, LA approved providers of LOTC activities
- This system provides a clear planning platform together with information on
 - risk assessments and pre visits planning
 - adult/pupil ratios
 - guidance in procedures when using 'parent volunteers' to support a trip
 - regulations regarding transportation
 - medical and emergency procedures
 - procedures that the school is required to following when planning an educational visit

Review of this policy

- This policy will be reviewed every **two** years, or as required by any change in legislation.