



AYLESBURY  
GRAMMAR SCHOOL  
*Founded 1598*

# EDUCATIONAL VISITS POLICY

This policy is reviewed and updated by the Governing Body every three years.

This version was approved by the governing body January 2023.  
The next update will be due by January 2026.

Signed:   
Mr R Williams - Chairman of Governors



## Educational Visits Policy

### 1. Introduction

- 1.1 The School has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. (See Appendices)

### 2. Aims and purposes of Educational Visits

- 2.1 The School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. It will seek to provide a broad and balanced range of 'Learning Outside the Curriculum' (LOTIC) opportunities for all its students.
- 2.2 Each year the School will arrange a number of activities that take place off the School site and out of School hours, which support the aims of the School to develop our students into respectful and aspirational learners.
- 2.3 It is very important for students to be provided with safe experiences that link learning in class to the wider world. As a School we understand the limitations of the classroom environment and have a responsibility to ensure that students are equipped with skills and knowledge that they will need after leaving formal education. Each department will seek to provide opportunities that will enhance the enjoyment, engagement and motivation of learning in their area and therefore positively contribute to The AGS Learner.
- 2.4 The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims and ethos of the School, for example:
- Activities using the school grounds and immediate locality
  - Out of hours (after school) clubs and societies
  - School sports team practices and fixtures
  - Non-sporting competitions *e.g. Chess, Team Maths Challenges/Olympiads, Young Enterprise*
  - Regular nearby visits *e.g. museums, places of Worship, Theatre & Cultural performances*
  - Day visits for particular year groups *e.g. History, Geography, Sciences*
  - Residential visits *e.g. Year 7 Teambuilding*
  - Overseas visits *e.g. Language exchanges, Malawi initiative, Sports tours*
  - Adventure activities and challenges, which might be classed as higher risk *e.g. Skiing, World Challenge*

### 3. Inclusion

- 3.1 No student will be barred from accessing the curriculum, including necessary educational visits, because their parents/carers cannot pay. Where visits are optional enrichment visits and not directly related to the curriculum, the School will normally be unable to support those students financially whose parents/carers cannot make the necessary contribution. All applications for financial support regarding educational visits must be made in writing, directly to the Headmaster.

## **4. Approval Procedure**

- 4.1 The Governing Body has delegated the consideration and approval of educational visits and activities to the Headmaster. The Headmaster has nominated a member of the Senior Leadership Team as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received appropriate training by the LA.

[See Appendix 1 – Approval procedure for Educational Visits.](#)

## **5. Staffing**

- 5.1 The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a School visit.
- 5.2 Staff are encouraged and supported to develop their abilities in organising and managing educational visits. There will be a system within the school to allow less experienced members of staff to work and learn alongside colleagues who are more experienced in planning and leading visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff attending visits will be suitably qualified and experienced.
- 5.3 Where it is appropriate, the School will ensure that DBS screening is available for other adults, including parents/carers, assisting with educational activities and visits. For example, parents/carers of students hosting international exchange partners will require to have undergone DBS checks and been accepted by the school prior to the exchange partner's arrival.
- 5.4 The School does not support additional people accompanying educational visits who are not students on roll at the School or part of the agreed staff and volunteer team. Any volunteers will be approved by both the Headmaster and EVC - these may include family members accompanying visits where educational benefit for the students can be shown.
- 5.5 The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.
- 5.6 The EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

[See Appendix 2 – Emergency procedures for Educational Visits](#)

## **6. The expectations of students and parents/carers**

- 6.1 The School has a clear code of conduct for educational visits based on the schools' 'Behaviour Policy', which must be adhered to at all times during activities. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential of withdrawal of a student prior to and during the visit if such poor conduct is unsafe and deemed to be a risk or threat to the visit.

[Also see the Code of conduct for students on school visits](#)

## **7. Fixtures, events and competitions**

- 7.1 The School is committed to encouraging students to take part in sports and competitions, both as part of the curriculum and as part of extracurricular activities. The School offers a full fixture list across a wide range of sports, clubs such as Chess and inter school subject competitions. Participation in such events is made possible due to the enthusiasm of our students and the commitment of a number of members of staff, both during the week and at weekends. All students who take part in School fixtures and competitions are covered by the school insurance policy.

[See Appendix 3 – Student Responsibilities for school matches and fixtures](#)

## **8. Evaluation**

- 8.1 All visits will be evaluated by the Visit Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit.
- 8.2 The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.
- 8.3 This policy will be reviewed by the Governing Body every three years.

## Appendix 1 – Approval procedure for Educational Visits

1. The Visit Leader will liaise with the EVC and Deputy Headteacher on the visit proposal and the development of the plan, which identifies the significant issues and will include consideration of timings, costs and cover arrangements. There will be initial agreement on a completed Educational Visits proposal form for a visit, before it is launched to parents/carers and students.
2. When the EVC is satisfied that the arrangements are sound including the overall competency of the staffing, the Educational Visits proposal form will pass to the Headmaster for formal consent.
3. Where external contractors are involved in organising all or part of the visit, the contract will be made with the School on behalf of the students. All payments for the visit will be made through the school's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the school and the contractor.
4. For out of hours clubs, school teams and nearby visits parents/carers will be asked to sign a generic letter of consent for participation in these activities when their child(ren) enter(s) the school. Parents/carers will be given the timetable for the activities that students are involved in and will be informed through their child if an activity has to be cancelled. In cases of last minute or urgent cancellations, the School will seek to inform parents/carers via email, phone or the School website.
5. For any visit lasting a day or more parents will be asked to give their consent to their child taking part – this is usually done as parents are paying for the visit on ParentPay where they will also be able to access brief information about the visit.
6. As part of the parent/carer consent they will be fully informed of the activities and arrangements for the visit. For all high risk residential visits (as identified by the EVC), parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality' which applies to all educational visits.

## **Appendix 2 - Emergency procedures for Educational Visits**

1. The School will appoint two members of the Senior Leadership Team as emergency contacts for each visit.
2. All major incidents should immediately be relayed to the emergency contacts, especially those involving injury or that might attract media attention.
3. The visit Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/carers and next-of-kin, as appropriate.
4. The visit Leader will take with them a copy of the Buckinghamshire Serious Incident Procedure.
5. All incidents and accidents occurring on a visit will be reported back through the school systems.
6. The School will have some emergency funding available to support the visit Leader in an emergency.

### **Appendix 3 – Student responsibilities for school fixtures**

1. Attendance at practices is voluntary but encouraged. However if a student attends practices, the school will assume that they are available for fixtures and that they will put the School before other sporting commitments
2. Students should check the school calendar (and Google Classroom) for details of fixtures, although they should be aware that cup fixtures may need to be arranged at short notice
3. Students should check fixtures lists at the start of the year and let staff know about availability as far in advance as possible. Students should indicate availability on team sheets as soon as they are posted. If a student is unexpectedly unavailable, they must talk directly to the member of staff responsible for the team as soon as possible
4. Information about; meet, departure and return times and venue are given on the team sheets. It is the responsibility of the student to inform parents/carers about this information. Return times can only be an estimate since delays can happen and students are encouraged to take their mobile phones with them in order to be able to contact parents/carers
5. Students should ensure that valuables are appropriately cared for; i.e. given to staff for safe keeping
6. Unless otherwise informed, students should wear full school uniform to travel to and from fixtures and full school kit for playing fixtures
7. Encourage parents/carers to come and support at fixtures

## **Appendix 4 – Staff Responsibilities for School fixtures**

1. Provide a fixtures list to the SLT member in charge of school events/calendar as far in advance as possible and aim to ensure that fixtures have limited impact on teaching time
2. Notify students well in advance about fixtures (at the start of the year and via Notice boards/ Google Classroom/ in person) and remind them to consult the School Calendar and Sports website
3. Ensure that team sheets are posted in advance with clear information about venue, and meet/departure/return times
4. In the event of cancellation, staff will contact students as soon as possible (via notice board, school notices, school website or by phone)
5. Staff accompanying teams to fixtures should travel with the team as they remain responsible for the students at all times
6. Staff accompanying school teams must be appropriately qualified. It would be usual for a second member of staff to accompany a school group to fixtures. However, if this is deemed unnecessary (i.e. small team, limited potential for injury etc) and the match is being played locally the second member of staff may be at school and should be called to the match venue to assist if required
7. Staff accompanying matches must carry First Aid kits and emergency contact numbers and in the event of serious injury will contact parents/carers and will accompany the student(s) to hospital if necessary. In the case of serious injury the School (a member of SLT) must also be informed asap
8. Encourage parents/carers to support fixtures appropriately



## **Appendix 5 – Staff responsibilities for offsite non-sporting competitions**

1. Ensure parents/carers are fully briefed about the day, including transport and contact details
2. Ensure that the Office staff are fully aware of the details, including timings, lists of students involved and contact details
3. Ensure that staff have the emergency contact details for the students
4. Ensure that staff have emergency contact details for at least two members of the Senior Team
5. Check for appropriate car insurance when driving students for business use – double check with Finance Office, or that transport arrangements are covered