



ST GREGORY'S CATHOLIC COMPREHENSIVE SCHOOL VISITS & JOURNEYS POLICY

<u>Policy Statements</u>	<u>Monitoring Success Criteria</u>
<p>The Governors are committed to supporting the school in its endeavours and to ensuring that the following are achieved in the light of its Mission Statement "Christ at the Centre of Living and Learning":</p>	<p>The Governors consider that the following criteria are evidence of successful implementation of each of the policy statements:</p>
<p>1. All students and staff are offered the opportunity to participate in extra-curricular activities which help to broaden their vision, understanding and experience of the world.</p>	<ul style="list-style-type: none"> • the school ensures that such visits are planned well in advance in accordance with LA visit procedures and with reference to the school's Accessibility Plan, with a range of costs; • the school distinguishes between three types of visit, A, B and C (see definitions below); • in general, students will be offered a Type B visit on an annual basis and Type C visits regularly; • the Headteacher will make the decision as to whether, and in what circumstances, a trip shall take place.
<p>2. The responsibilities of all those involved in a school visit are clear and unambiguous, and all health and safety regulations are addressed.</p>	<ul style="list-style-type: none"> • the school has a procedure that clearly identifies the process for setting up a school visit and where the responsibilities rest before, during and after the visit; • the school has a procedure that addresses all the current Health and Safety regulatory requirements pertaining to the particular visit, and ensures that the accepted ratio of adults to students is achieved, and appropriate risk assessments are carried out and filed in advance of any visit.
<p>3. All students and staff are offered the opportunity to attend Mass, or an appropriate service, where practicable and appropriate.</p>	<ul style="list-style-type: none"> • the school will identify opportunities for attendance at Mass, or an appropriate service, when planning school trips.
<p>4. All school visits are organised and run in such a manner as to ensure that no undue financial burden is incurred by the student, parents/carers or the school.</p>	<ul style="list-style-type: none"> • the school has a procedure that places the financial management responsibility of all major school visits with the bursar's office; • most type B and all type C visits should not take place during school time; • all visits that are run outside school time only take place if staff volunteer their own free time to take the trip. • all school visits are in line with the Governors' charging policy.

Definitions

Type A visits: form an essential part of the classroom curriculum; Type B visits do not form an essential part of the classroom curriculum but do however support the process of learning and Type C visits are primarily for broadening life experiences.

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