

# School Journey Policy

## West Hill Primary School



**Approved by: Sam  
Cornish**

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**Next review due by:** November 2019

# **WEST HILL SCHOOL JOURNEY POLICY**

## **1. INTRODUCTION**

At West Hill we promote the opportunity for pupils in Year 6 to go on a residential School Journey as part of their National Curriculum Studies. The venue has, for the past few years been the Isle of Wight.

School Journey is a valued part of the pupils' education. The children are given the opportunity to undergo experiences which otherwise might not be possible within the confines of the school and National Curriculum lessons.

West Hill's Year 6 School Journey promotes such opportunities for the children to develop both socially and academically and to experience in their last term at school a sense of team work and community spirit before they leave K.S.2 and transfer to K.S. 3.

This School Journey Policy Statement outlines the procedures we have in place for School Journey, beginning at the initial planning stage of the School Journey following on through the School Journey itself. The policy statement is reviewed annually by the FPP Committee and approved by the full Governing Body in order to ensure that it is kept up to date in line with Governmental and LEA directives.

## **2. THE AIMS OF THE SCHOOL JOURNEY**

To give children the experience of being away from home, perhaps for the first time, in a safe environment. (PSHCE, ECM, SEAL)

To give the children first-hand experience of some of the more practical elements of the National Curriculum. (Creative Curriculum)

To give the children an increased responsibility for themselves, their actions and their actions towards each other. . (PSHCE, ECM, SEAL)

To give the children a taste of independence whilst being within a secure group. (PSHCE, ECM, SEAL)

To encourage greater social and interaction amongst their peer group (PSHCE, ECM, SEAL).

To develop a real sense of community and pride in their school, and become a responsible junior member of society (PSHCE, ECM, SEAL).

To develop the children's confidence in new situations and to learn how to take sensible risks in a safe environment (PSHE, ECM, PE).

To develop the children's physical skills in outdoor adventure activities during their week away (PSHE, ECM, PE).

### **3. THE OBJECTIVES**

To achieve the above aims, various objectives must be set out. These are:  
A full and balanced programme of events and activities planned by the School Journey Co-ordinator (Head Teacher) and the School Governors and the companies who organise the trips.

#### **Activities on the Isle of Wight might include:**

- Fossil hunting on the beach
- Activities at Robin Hood Adventure Park
- Tree top trail
- Cliff top walk
- Visiting and exploring Carisbrook Castle
- Visiting Calbourne Water Mill

**Social activities are also planned to encourage the children to mix and to work together.**

#### **Activities might include:**

- Room inspection around a variety of themes.
- Disco
- During their time away, the children are also expected to work together keeping their rooms tidy and organising themselves each day.
- Budgeting their own pocket money for presents, tuck and drinks.
- Activities provided by the Westbrook Centre
- Outdoor games and activities

### **4. DEPARTMENT FOR EDUCATION AND SKILLS GUIDELINES**

The Governors and Staff of West Hill follow the published Department for Education guidelines: Departmental advice on health and safety covering activities that take place on or off school premises, including school trips.

The guidelines are used both on residential and day visits. The School Journey Working Party members all have copies of this document and so do the staff who lead the School Journey. A copy is retained in the Headteacher's office and is also available for all staff on the DFE website.

Staff are made aware of the procedures when planning/organising visits.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### **5. SCHOOL JOURNEY PROCEDURES.**

The following points outline the procedures Governors and Staff follow when planning/organising a School Journey. They also reinforce the points stated in the DFE (Department for Education) guidelines

Departmental advice on health and safety covering activities that take place on or off school premises, including school trips – February 2014. This advice document replaces a number of guidance documents on health, safety and security in schools,

including Health and Safety: Responsibilities and Powers (2001) and Health and Safety of Pupils on Educational Visits (HASPEV 1998)

It is very important to ensure that from the very start, all those involved with the planning are aware of these procedures before going ahead. The Governing Body (or representative) and the Head Teacher need to be kept informed of all stages as they progress and approval sought before final decisions are made.

The Governing Body, as the Employer, is responsible for the final approval on matters relating to the School Journey.

The School Journey Co-ordinator completes a Local Authority Application including a Risk Assessment at least 8 weeks before each trip. This is sent to Children's Services after being approved and signed by the Headteacher and Chair of Governors.

### **School Journey Planning Procedures**

Initial Meeting.

A) If it is felt to be necessary, at the start of the academic year the School Journey Party meets to discuss the forthcoming School Journey. This working party would potentially consists of members of the Governing Body, the Head Teacher, Upper KS2 Leader / Pastoral Lead/ member leading the School Journey and others who are going on the journey.

B) At the initial meeting an evaluation / feedback of the previous School Journey is given by the leaders plus provisional dates/venues are discussed. (An earlier evaluation/feedback is discussed directly after the School Journey has taken place.)

C) The School Journey policy is also reviewed to ensure that any new initiatives/directives are included in the policy. (see below: Evaluation)

D) Members of the working party would be set tasks relating to the forthcoming School Journey plus deadlines for preparation are set.(e.g. Planning visits, budget preparation, supervision etc)

### **MONITORING OF SCHOOL JOURNEY PLANNING**

The Governing Body has a named Governor Representative who meets regularly with the Head Teacher/ School Journey leader to monitor each step of the planning/organisation. The School Journey Governing Representative feeds back both to the working party and the Pupils and Curriculum and the full Governing Body.

At the start of each academic year the School Journey Co-ordinator meets with the School Journey Governor (usually from the Curriculum and Pupil Affairs Committee). The following are examples of the topics discussed:

- Transport
- Communication with parents
- Risk Assessments

- Provision for children with SEN
- Financial support
- Numbers and staffing
- Insurance
- Cost
- Activities

The monitoring of the School Journey preparation is ongoing throughout the year until the School Journey actually takes place. Aspects covered include monitoring of:

- Visit planning/assessments
- Supervision/ratio to pupils
- Pupil preparation for School Journey
- Insurance
- Communication with parents.

A file is maintained for each School Journey and contains information all about the absence as a record for the Governors and auditors to the school.

## **EVALUATION.**

It is very important that when planning a future School Journey the previous one is evaluated and points which need to be addressed are noted. The Headteacher and School Journey staff meet soon after the actual School Journey has taken place.

At this meeting, feedback is given on:

- Overall success of the School Journey
- Feedback of suitability of venue/visits/transport
- Feedback on pupils
- Discussion of future changes / points to note

A written record is kept and this is in time presented to the School Journey Governor and Working Party if necessary.

## **6. COMMUNICATION WITH PARENTS (all stored in the School Journey folder in the school office)**

It is very important that parents are kept informed from the start about the proposed School Journey. This is ongoing until it actually takes place and during the School Journey week itself. The procedures we have in place are as follows:-

Initial Letter 1 – sent in the Autumn of the academic year of the School Journey to give parents information about the date/destination and approximate cost.

Initial letter 2 - informing parents of the proposed School Journey and seeking parental consent. This letter also detail the details of the first deposit payment and gives parents the opportunity to request a meeting with the Head Teacher if there are any financial issues they wish to discuss.

Further reminder letters are sent regarding payments as necessary

Letters about equipment with an accompanying tick list

School Journey Information Pack and Meeting – A meeting is held early in the Summer term where the parents/pupils are invited in to meet with the School Journey Working Party to discuss the forthcoming School Journey.

A presentation is given focusing upon the School Journey week and the opportunity is given for any questions. Aspects covered at the meeting and included in the School Journey pack are:-

- i) Confirmation of dates/venue of School Journey
- ii) Transportation details: departure/arrivals
- iii) School Journey supervision/introduction of leaders / staffing
- iv) Health and Safety Issues
- v) Medical Supervision
- vi) Equipment and Clothing list
- vii) Agenda for School Journey week
- viii) Code of Conduct
- ix) Communication with pupils/school contact
- x) Emergency Procedures
- xi) Copy of School Journey Policy at a glance plus parental consent form.

The meeting is very comprehensive and is intended to keep parents informed.

Parents/pupils are then given the opportunity to ask any questions / address any issues.

**During School Journey:** During the School Journey week daily contact is maintained between the leaders of the School Journey and the School. Each morning there is telephone/e-mail or text contact in order to get feedback from the previous night and to confirm arrangements for the day. Details are posted on the School Website for parents to see.

Parents are asked not to telephone the School Journey venue in order to avoid any homesickness. Mobile telephones are not permitted. In the event of an emergency, the school leader will contact the school who in turn will contact the parents / carers and appropriate parties.

## **7. EMERGENCY PROCEDURES**

It is essential that in the event of an emergency, procedures are in place to deal with any eventualities. The procedures we have in place at West Hill are known to all staff who lead a School Journey (or day visit) and have been approved by the Governing Body.

At the meeting with parents, they are informed of the procedures/framework that will be followed. The framework follows the DFE Guidelines and is as follows:-

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty (use First Aiders on call 24 hours at Westbrook)
- inform the emergency services and anyone who need to know of the incident
- (Ref: DFES Guidelines: Chapter 10: Emergency Procedures)

The Head Teacher is informed of the emergency immediately or as is feasible in order to put in place the emergency procedures, and to ensure that the situation is under control. The secondary parties are contacted and the Chair of Governors kept informed.

## **8. FURTHER REFERENCE**

Further reference can be made to the following statements / information packs we have in place at West Hill relating to School Journey

- School Journey Procedure Framework: Working Party Pack
- School Journey Information to Parents
- The School Journey Co-ordinator keeps diary of tasks so that the role could be handed over to someone else and they would know exactly what to do

All documents are stored in: G Drive – Isle of Wight and in the school office.