

SECTION 1

Aim:

The aim of this policy is to sustain and promote a broad range of off-site educational visits, whilst ensuring safe practice and competent supervision.

Introduction

School visits and journeys which provide opportunities for learning through direct experience have become an integral part of the curriculum but the safety of students must always be the first priority. Off-site educational visits are activities arranged by or on behalf of Oldbury Wells School, and which take place outside the school grounds. The governors and teaching staff believe that off-site educational activities enrich the curriculum by providing experiences which would otherwise not be possible.

All off-site activities serve an educational purpose, enhancing and enriching our pupil's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students at all times. Within these limits, we seek to make our visits available to all students, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

All visits will comply with the requirements outlined in the DfE's 'Health and Safety: Advice for Schools'. Further advice will be sought from competent persons where necessary. Copies of these guidance documents are available on the national guidance web site or from the Educational Visits Co-ordinator (EVC). All staff leading or participating in a visit are required to have read this Policy and to have signed to say this is the case (Appendix E).

The following links provide a wealth of information for conducting visits and are the source of information embedded into this policy

National guidance: <http://oeapng.info>

DfE guidance and legal framework: <http://oeapng.info/category/legal-framework-2/>

HSE advice on duties and powers: [DfE Health & Safety: Advice on Legal Duties and Powers](#)

The safety of all students and adults participating in an educational visit or journey is of paramount importance.

It is the duty of the party leader to lead collaborative risk assessments undertaken by all adult supervisors for any planned visits and journeys thoroughly by following the procedures and guidelines outlined below.

Any doubt about the safety of any member of the party should be taken seriously and if in any doubt the visit should not go ahead. We cannot risk the safety of any of our children.

**All risk assessments MUST be written and retained for future reference.
(Educational Visits and Journeys file retained in the office of the – Director of Finance and Business)**

Risk assessment documentation is a legal requirement and subject to Audit.

SECTION 2:

Approval Procedure

The Governing Body has delegated the consideration and approval for educational visits to the Headteacher. The Headteacher has nominated the Director of Finance and Business as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received the appropriate training.

Planning and Obtaining Authorisation/Approval

It is expected that as far as is possible proposals for educational visits will be submitted during the summer term of the academic year preceding that of the visit and if not possible at least six weeks in advance of the proposed visit (one full term in advance of residential, adventurous and overseas visits).

There is a general need to consider the frequency and calendar of all educational visits, events and visitors and to identify target students. We need to ensure that all are viable and do not clash or overstretch parents'/ faculties'/ Academy budgets or put strain upon spaces and cover. If the activity causes stress on the systems then approval may be denied or rescinded.

1. An Educational Visit Proposal form (Appendix A) must be completed providing brief information about the proposed visit. This must be submitted to the EVC. Any proposals for residential, adventurous or overseas visits will be submitted to the Governing Body.
2. Following an educational visit being agreed in principle the visit leader must gain calendar and staffing approval from the Headteacher.
3. Once agreement in principle has been given the visit leader needs to complete Appendix B. When completed this should be sent to Educational Visits Co-ordinator who will arrange to meet with them to ensure that they as the visit leader fully understands their responsibilities.
4. The visit leader will need to complete the necessary risk assessments. For any students with additional needs a specific risk assessment will need to be completed. This will be checked by the Educational Visits Co-ordinator (EVC) who will comment on the visit arrangements and provide authorisation provisional on the agreement of the Headteacher (Governing Body for residential, adventurous or overseas visits).

At this stage consideration should be given to:

- What are the educational benefits of the visit?
- Have needs been clarified prior to the booking of the venue?
- Is the timing of the visit linked appropriately to the annual school calendar?
- Has sufficient time been allowed for planning?
- How will the visit enhance or enrich curriculum studies?
- Is the travel distance necessary?
- Is a residential visit necessary or an essential part of the activity?
- Is enough known about the location? Duration
- Possible accommodation (e.g. hotel, YHA, Field Centre, Camp)
- Transport options
- Approximate cost
- Staffing requirements

SECTION 3

ROLES AND RESPONSIBILITIES

Educational Visits Co-ordinator (EVC):

- Educational Visits Co-ordinators will have engaged with the one-day certified training (overseen and monitored by the OEAP -Outdoor Education Adviser's Panel.
- Check and approve all educational visits checklists and risk assessments.
- Provide in-school training/briefings for all staff organising educational visits.
- Ensure that the Academy's educational policies and procedures remain up to date reflecting current OEAP guidance.

Visit Leader:

- Visit Leader is responsible for ensuring that all aspects of this policy are followed when organising an educational visit.
- Visit Leader will attend relevant training/briefings and liaise with the EVC in order to ensure that the visit runs smoothly.

Headteacher:

- Ensure that all visits receive initial approval before any detailed arrangements are made.
- Ensure that all procedures in this policy are followed by appropriate staff.
- Ensure that staffing ratios and experience are appropriate for all educational visits.

Governors:

- Ensure that the Academy's Educational Visits Policy is reviewed at least every three years.
- Scrutinise the details of any residential, adventurous or overseas educational visits before granting approval.

Parents:

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

1. inform the party leader about any medical, psychological or physical condition relevant to the visit;
2. provide emergency contact numbers;
3. provide the party leader with arrangements to resume care of their child should this be necessary;
4. sign the consent form if in agreement

SECTION 4

Staffing Ratio Guidelines

In the case of trips where centre staff e.g. guides, drama staff adventure leaders are working with the students there must still be a school member of staff with students. Students should be grouped to ensure that this is possible whether it is outdoor activities or overnight camping trips. If the group sizes are small and only one member of staff can accompany that group, the group should be single gender, with the same gender member of staff.

Type of visit	Year 7 and over	Special needs SLD	SLD Special needs PMLD / Epileptic
Day visit	1 adult to 15/20 (max)	1 adult to 3 (max)	1 adult to 1 (max)
Residential visit (this country)	1 adult to 10 (max)	1 adult to 3 (max)	1 adult to 1 (max)
Residential visit (abroad), activities which involve an element of risk	1 adult to 10 (max)	1 adult to 3 (max)	1 adult to 1 (max)

Educational visits should be accompanied by a minimum of 2 adults, of which at least half must be employees of the school. Students cannot be included as adult escorts. All visits involving an overnight stay should have at least one accompanying adult of the same sex as the students. Adults employed by the venue or an agency must not be counted when calculating adult pupil ratio.

Minibuses should, ideally, have an adult supervisor in addition to the driver. For longer journeys, two drivers are recommended. On coaches, there should be at least 2 adults, in addition to the driver. The staffing ratios should be used as a guide only, as the risk assessment will determine the ratios required.

It is good practice for female and male adult supervisors to accompany mixed groups of young people, and for overnight trips to be supervised by at least two adults to match the gender mix of the students. An improvement on these basic adult: pupil ratios and staffing may be required dependent upon the:

- Nature and location of the activity
- Gender, ages, attitudes, disability, behaviour and competence of the group members
- Duration of the activity
- Weather conditions
- Availability of prompt outside assistance
- Type of accommodation
- Experience and competence of the staff. (Inexperienced staff should be counted as group members).

The longer an activity or visit lasts, the more essential it is to have an adequate staffing ratio, and this should be considered when the risk assessment is prepared. This means that arrangements for supervision, including staff/pupil ratios, must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

SECTION 5:

Post Approval Visit Procedures

Communication and Information to Parents/Carers

When all the essential details of a visit are known it will be necessary to write to parents giving full information of the purpose and organisation of the visit to include:

- Dates and times
- Purpose and nature of activity
- Accommodation - address and telephone number
- Transport
- Emergency contacts procedure
- Staff and supervision
- Itinerary
- Insurance

Inclusion

The party leader will make every effort to ensure that **all** children are included on visits and journeys, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The party leader will take all reasonable steps to ensure inclusion for all.

Funding

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage. Further detail can be found in the School Charging and Remissions Policy. No child may be excluded from a visit taking place in school time because of the unwillingness or inability of the parent to make a contribution

Parents' Meetings

It is recommended that for most residential visits or visits of an unusual nature a parents' meeting should be arranged at an early stage to provide an opportunity to enlarge on the information given in writing and to answer questions. The meeting should precede the request for consent.

Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting students in certain circumstances.

Parental consent for educational visits

The parents/carers of students taking part in an off-site activity will be provided with all appropriate information about the intended visit to make an informed decision.

Parents and carers should be informed of any educational visit in advance. Parental consent must be obtained each time a student takes part in a visit beyond a walking locality. **If no consent has been received, the student may not go on the visit.**

Students who do not go on a visit should still attend school that day and be placed in another class. Oldbury Wells will ask parents to sign a consent form (see Appendix when their child starts at the School that covers the following visits:

- Visits in the local area.
- Visits that do not involve travel by coach or public transport.

CHECK LIST FOR PARTY LEADERS

- a) Prepare a letter to parents/carers which will include permission and personal details required such as contacts etc. A copy of this letter must be sent to the EVC for approval.
- b) Test the numbers interested BEFORE committing the faculty allocation to funding an educational visit.
- c) If the numbers make it viable, agree with SLT line manager the booking details.
- d) All monies will be collected via the Finance Office. Visit leaders and other staff must not collect monies.
- e) The letter to parents/carers must make it clear FROM THE OUTSET that no monies are refundable under any circumstances unless the school cancels the visit. Only valid insurance claims will be considered.
- f) Parental consent (in writing) must be obtained for all students who will participate in the educational visit.
- g) Confirm staffing arrangements and complete and submit absence/cover request forms as per the school's procedures.
- h) Raise the necessary purchase orders and hand these to the Finance Officer for processing.
- i) Confirm transport, activity and accommodation bookings (all to be booked via Finance Office) and inform the Educational Visits Coordinator.
- j) If necessary, arrange well in advance, parent/carer meetings and student briefings to discuss objectives, codes of conduct and schedules.
- k) Ensure that all staff and students involved in the visit are fully briefed.
- l) Additional preparation and paperwork for residential, adventurous and overseas educational visits must be discussed with the Headteacher and EVC.
- m) Complete specific detailed risk assessments/procedures/expectations relevant to the educational visit and share/agree with staff on educational visit.
- n) Notification of visit and student/staff details to be emailed to all staff at least a week in advance.
- o) Inform Catering Manager of students requiring Free School Meals for visit and number of absent students on the visit for catering purposes.
- p) Copies of student details (as well as contact information for staff on the visit) and a covering summary sheet MUST be left with the EVC and reception office (East and West side) for emergency contacts before the day of the educational visit and amended on the day as necessary.

- q) Analyse student personal and medical details, highlighting issues to all staff on educational visit and collect relevant first aid kit.
- r) Details of students on the educational visit to be emailed to staff.

On the day of the visit

- s) On the day of the educational visit a copy of students present and absent and a pre-prepared list of contacts and medical needs must be left with the EVC and the reception offices (East and West side). If this does not occur the educational visit may be cancelled and/or recalled. The faculty will be liable for any costs incurred.
- t) During the educational visit, risk assessment procedures must be followed at all times.
- u) All staff will be given a copy of the procedure to be followed in the event of a disaster on an educational visit (Appendix C).
- v) Contact numbers must be checked before leaving to ensure that there is viable contact with the EVC or other named senior person at school. **DO NOT RELY ON THE ACADEMY NUMBER SOLELY.**
- w) Visit leader to leave mobile number with the main office and the EVC.
- x) Before returning ensure everyone is present and when returned let the EVC/emergency contact know everything is OK and if possible inform the reception offices.
- y) On return to the Academy inform the EVC/emergency contact of safe return.

Equipment and Personnel for Visits.

The following items should be taken on all visits:

- A qualified First Aider if cover can be arranged.
- First Aid Equipment
- Asthma inhalers
- Prescribed medication
- Sick bags
- Mobile phone
- Contact list for emergencies
- Contact list for all students and adults in the party
- A copy of the Critical Incident Policy
- For residential visits, Calpol for children with permission slips.
(Parental consent required before administering)

Mobile Phones

Many leaders now carry a mobile phone to save time in the event of an emergency. While it may be a useful item of additional equipment, technical difficulties arise easily especially in mountainous areas and when batteries cannot be recharged. Their use, therefore, should complement and not replace traditional safety and communication procedures. It is also likely that many young people will carry mobile phones, teachers will need to include in their briefing their expectations around mobile phone usage in accordance with their destination.

Transport

When hiring coaches and minibuses, it is our policy only to use reputable companies with vehicles fitted with appropriate seatbelts and to insist that all those participating in the visit wear them. A seat should be allowed for each member of the party. Students will not be transported in private cars, by either staff or parents.

Costs

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- food and refreshments
- accommodation
- external providers.

The Trust follows all legal requirements about charging for visits. Where the visit takes place in school time, no charge will be made to parents, but they will be asked for a voluntary contribution. If the visit is not viable for financial reasons, it will not run and any money collected will be repaid. Where a visit takes place mostly out of school time, parents will be asked to pay.

Refunds

All trips cancelled by the school will result in an automatic refund in respect of contributions received from students.

In the case of a student withdrawing from a trip, only valid insurance claims will be considered.

SECTION 6:

Risk Assessments

A comprehensive risk assessment (including specific risk assessments for students with additional needs) must be carried out before the proposed visit, adding detail to the generic documents. This must assess risk which might be encountered on the visit and should indicate measures to prevent or reduce them. The assessment must be based on the following considerations:-

- what are the hazards?
- who might be affected by them?
- what safety measures are needed to reduce the risks to an acceptable level?
- can the safety measures be put into place?
- what steps will be take in an emergency?

A preliminary visits to the venue should be taken where possible, in order to carry out an on-site assessment. It is important to take into account the probable weather conditions at the time of the year and a careful account of the facilities available, with due regard to the proposed number of students participating in the activity. It is important to assess any health & safety or security issues and take measure to eliminate or reduce them

Visits will not be allowed to go ahead without a completed, written risk assessment.

Copies of risk assessments are kept on file for reference. On conclusion of the visit, the risk assessment should be reviewed and, if necessary, amended for future reference.

Important Note: It is important that generic risk assessments, associated checklists and protocols are used carefully. There must be evidence that those undertaking the visit have read them and applied them appropriately to the visit. Whenever they are used, the Educational Visit Coordinator should check and sign to this effect.

The Party Leader must complete these assessments along with the staff team. The assessments relate to the hazards associated with the event or site and the nature of the children and young people in the party. This may require a site visit in order to fully appreciate how to write the risk assessment.

Blank risk assessment forms and guidance on their completion can be requested from the EVC.

Third Party Providers

Other people and organisations provide many aspects of educational visits for schools. Examples include outdoor centres, transport providers, voluntary organizations and museums. It is the responsibility of these organisations to assess the risks of their provision.

Important note: It is not necessary to copy or scrutinise all providers' risk assessments, just a verification that they do exist for the agreed visit. This at its simplest will be a written confirmation: "Can you confirm that you have assessed the risks for our programme?" and "How can you verify this?" The answer to the latter could be "they are published on our website "; "they are available to you in the visitors' handbook". They must be accessible to the School.

<p>If a member of staff has any doubts about the safety of children on a planned visit speak to the EVC who can then contact the LEA for clarification and further advice.</p>

SECTION 7

Insurance Cover

Oldbury Wells School is a member of the Risk Protection Agency (RPA). Staff organising visits will need to check that school insurance fully covers activities being carried out as part of each visit planned.

Please note that although travel insurance is provided, we are unable to indemnify students who are travelling against medical advice. Parents/guardians must inform the school immediately if their child is unable to travel on medical grounds.

The EVC must be notified of all insurance claims.

SECTION 8

EMERGENCY/CRITICAL INCIDENT PROCEDURES

All educational visit staff must carry a copy of the procedure to be followed in the event of a disaster on an educational visit. On return to the Academy, the visit leader must comply with the Academy's normal accident reporting procedures.

In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so. On a motorway students should be taken away from the road.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- An adult must stay with the students at all times.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed. **School number 01746 765454.**

Injuries

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help - dial 999 and give the following information
 - ✓ **The location**
 - ✓ **Details of casualties, age, condition**
 - ✓ **Phone number**

Reporting

All Group Leaders must complete a post trip evaluation (including accidents, incidents, near misses, medications dispensed, changes to accommodation or sleeping arrangements and unsupervised access to children by adults).....

Monitoring, Evaluation and Review

The Resources Committee will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Policy Review

This policy will be reviewed on an annual basis by the Resources Committee and any amendments recommended to the Board.

The Educational Visits and Journeys Policy has been adopted by the Governing Body of Oldbury Wells School

Signed _____
Chair of Trust Board

Dated _____

Signed _____
Headteacher

Dated _____

APPENDIX 'B'



Educational Visits Form for Approved Visits

Please complete this form for all school visits or off-site activities and return this to the Educational Visits Co-ordinator at least six weeks before a one day trip and six months before a residential/overseas trip. **Please attach a copy of the relevant risk assessment(s)**

Name of Visit Organiser:		Date submitting Form:	
Date of Visit:	Departure Time:	Return Time:	
Visit to:			
Year Group:	Faculty/Subject :		
Is this trip a: Local one day visit / Adventurous / Residential / Overseas visit *Delete as applicable			
Brief Outline of Visit to include any activities which will be undertaken by the group.			
Objectives of Visit:			
Pre-Trip Visit undertaken			
Any Significant hazards or Concerns:			
Total number of students M/F ratio	Male:	Female:	
Number of adults / proposed names	Male:	Female:	

COSTS

COACH COMPANIES TELEPHONED FOR COSTS :(You can ask for assistance with this by contacting Karen Cook or Sarah Overton in the Finance office)

NAME OF COMPANY	DATE TELEPHONED	COST (please attach copies of quotations)

COACH COMPANY CONFIRMED:

NAME	DATE CONFIRMED	HOW PHONE/WRITING?

Coach /Transport Costs		
Minibus Driver Costs (if applicable)		
Admission/Entrance Fees		
Flight/Ferry Costs		
Insurance Cost		
Other projected costs (e.g., photocopying, ski-lessons, food cover) - include rates		
Accommodation Costs		
Contingency		
TOTAL COST OF TRIP		
TOTAL COST PER STUDENT		

STUDENT FREE LUNCHES

FREE LUNCHES	DATE AND MEMBER OF SCHOOL KITCHEN STAFF NOTIFIED OF INFORMATION
NUMBER REQUIRED	

AUTHORISATION		
	Signature	Date
EVC Approval		
EVC Comments		
What type of approval does this visit require? Local / County * Delete as appropriate		
Headteacher's Approval:		
Headteacher's Comments:		
Governors Comments (if applicable):		

On Completion of all above sections the EVC will pass copy of this form back to the visit organiser for their records.

A copy of this form will also be retained by the FINANCE OFFICE for costing purposes and the EVC for the School records.

Procedure to be followed in the Event of a Disaster on an Educational Visit

1. Establish the nature and extent of the emergency (contact the emergency services).
2. Make sure all other members of the party are accounted for and are safe.
3. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Have regard to your own safety.
4. Advise other party staff of the incident and of the actions taken. Decide, if appropriate, particular responsibilities to be undertaken by each adult member of the group.
5. If possible, ensure that an adult accompanies any casualties to hospital.
6. Ensure that remaining students are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all students are accounted for.
8. Contact the Headteacher or the member of staff on call. Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:
 - a) nature, date, location and time of incident.
 - b) details of injuries etc.
 - c) names and if possible home telephone numbers of those involved.
 - d) action taken so far.
 - e) telephone numbers for future communication.
 - f) Do not discuss matters with the media.
9. If a member of the Senior Management Team has been contacted he/she should contact the Headteacher and establish who will take charge of the situation and what immediate action will be taken. The Headteacher will advise the Chair of Governors (and the LEA if appropriate).
10. The party leader should, at the first opportunity, make notes on the incident, as should other people involved.
11. A record should be kept of the names and addresses of any witnesses or people involved.
12. Do not discuss legal liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated, or ask a member of the Senior Management Team to do this.

PROCEDURE NOTE FOR INTERNATIONAL/RESIDENTIAL/DAY TRIPS

These summary guidelines should be read in-conjunction with the Educational Visits and Journeys Policy.

Teachers organising any trip must receive prior approval from the Headteacher for the trip to take place. Competent staff to lead and help with the trips will also be approved at this stage which should include **one First Aid trained person.**

Educational Visit Co-Ordinator's Responsibilities (EVC)

In conjunction with the Teacher organising the trip, the EVC will ensure the following action is taken:

1. A letter to be sent to parents explaining the details of the trip i.e. venue, date, times of departure and arrival back and cost.
2. When the list of students going on the trip has been produced, the teacher in charge of the trip will approve their attendance with advice from the Head of School/ EVC/Medical Conditions Co-ordinator before a letter is sent to parents with information about payment details and dates when monies need to be in for.
3. A class list is produced with the students names, forms, payment details and paperwork received which is completed each time a payment is given in (also recorded is the date and method of payment) and the paperwork. Payment cards will also be produced at this stage for parents to pay in instalments.
4. Dependant on the time available before a trip takes place, a fortnightly catch-up meeting should take place between the Teacher organising the trip and the EVC to receive updates on outstanding payments, indemnity forms and travel arrangements.
5. School trip payments are processed by the School Finance Office. Each student on the trip will be provided with a receipt and/or payment record.
6. Before each trip takes place the approval forms need completing. The Teacher who is organising the trip is required to complete these and pass to the EVC who will ensure that these are then sent to the Headteacher/Governors' for authorisation.
7. In the case of residential or international trips a letter is sent to parents inviting them to a meeting to discuss final details. This is arranged approximately 3 weeks before the trip is to take place. A list is given to the teacher in charge of the trip and any outstanding indemnities, European Health Insurance Cards (EHIC), Passports or payments for collection at the meeting.
8. When EHIC cards are collected the dates need to be checked to make sure they are still in date. If they are not a telephone call is carried out to parents informing them of this and the procedure they need to carry out in order to renew it. This must also be carried out on passports and a call to the countries Embassy needs to be made if there is less than 6 months left to run on the passport to ensure that this will be sufficient.
9. At least one member of the Senior Management Team will be designated to each international/residential trip in case of emergency and the visit will be approved by an external advisor.
10. Packs are produced for the designated SMT member(s) containing copies of the indemnity forms, next of kin details for the staff who are going on the trip along with a mobile phone number, spreadsheet of essential information regarding the students on the trip and any allergies or medication which the students may have. A pack is also produced for the teacher in charge containing the same information along with a copy of the School Journey Guidance and current insurance certificate.

11. Dependant on the activity taking place, an appropriate First Aid kit must be taken on all trips.

12 These guidelines have been produced as the Trust considers its responsibility for the safeguarding of children engaged on trips to be of paramount importance. Therefore, failure to adhere to these guidelines could lead to investigation and possible disciplinary action.



APPENDIX E



Staff Declaration

I confirm that I have read and understood this policy prior to my participation in an offsite educational visit.

Name:.....

(PRINT)

.....

(SIGNATURE)

Date:



Educational Visits Proposal

Faculty	Visit Organiser	Proposed Date of Visit (give month if not available at this stage)	Year Group(s)	Number of Expected Students	Did this visit run last year YES /NO* *Please delete as appropriate	Proposed Staff Numbers	
Subject (if different)						Teachers	Support Staff
<p>Please outline details of visit (where, why, cost (indicate whether from parental contributions/faculty capitation or request for Academy subsidy) etc.):</p>							
<p>Headteacher's Comments:</p> <p>Approved in Principle: Yes / No Signed: Date:</p>							

Visits directly linked to the curriculum must be open to all students.