



The Angmering School

POLICY FOR

**LEARNING OUTSIDE the CLASSROOM
(LOtC)**

AND

**OFF-SITE EDUCATIONAL VISITS
2023**

Policy ratified at FGB 12.07.2023
Next review due July 2025

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Rationale: Why is learning Outside the Classroom important to our pupils?

Pupils at The Angmering School require a curriculum that is motivating, engaging and differentiated to meet individual complex needs in order to fulfil their potential. Our curriculum is focused on developing independent, practical and functional skills as well as becoming socially integrated into the school community and the wider world. These aims cannot be fully achieved within the classroom environment and we consider it essential that our pupils access a wide range of experiences both on and off site to practise and generalise skills. For our pupils, learning outside the classroom gives opportunities for the following outcomes:

- To have a greater range of experiences, some of which will be regular and planned for in a progressive way to provide stimulation and challenge.
- To develop confidence in coping in different environments and the skills required for this. It is essential that communication skills are practised and applied in a range of situations and realistic contexts.
- To learn new concepts with the support of a 'real-world' context.
- To be motivated to learn as practical and sensory experiences prove most engaging and effective for our pupils, thus driving progress.
- To achieve personal growth and celebrate their own achievements e.g. through school displays, celebration assemblies, awards and medals.

The Headship Team and Governing Board promote and value opportunities for learning outside the classroom and how it supports meeting the aims of the school in providing 'every pupil with a curriculum that is varied, balanced, challenging, engaging, personalised and motivating to them as individuals'.

How is learning outside the classroom embedded into our curriculum?

Opportunities for learning outside the classroom are linked to curriculum aims which reflect the ages, stages of development and personal pathways of our pupils throughout the school. Visits and experiences are timetabled with a frequency that is suitable for each year group, in many cases this is termly or more. These are planned for in a progressive way with a greater range of experiences and increased levels of confidence and independence being achieved over time. For example, the ADAN groups make trips to local shops to learn how to ask and pay for items. Mainstream classes are then able to travel further from school for longer visits and special experiences, maintaining local visits where appropriate. These visits are often used to support the thematic learning delivered in the classroom and to develop personal and social skills which are a significant part of our overall curriculum. All students, regardless of need, have the opportunity to participate in all trips that are offered.

Residential experiences are currently offered to all year groups and these are based on cultural capital. These trip[s] include going skiing, visits to New York USA and for Post-16 students through the NCS award scheme which include adventurous activities and challenges.

For our LNC pupils with PMLD, off site visits are welcome to all trips as we have minibuses that support them in attending as well as organising coaches to where we are going. Many of these pupils also have complex health and care needs which can make some visits more challenging to facilitate. When possible, these groups do access walks

into the local area and opportunities are taken to provide special experiences within school wherever possible. These include visiting horse riding school and the big event of the year of the sports games at Stoke Mandeville.

Procedures, roles and responsibilities

At The Angmering School, we use the Evolve online system for off site visits. This ensures that details of the visit, plans and risk assessments are sent to the Educational Visits Coordinator in advance for scrutiny. If deemed appropriate, forms are submitted to the Headteacher for approval and once this has been obtained, a visit can be carried out. The 'Risk Assessment' form provided by the trip lead in a format of their choice showing any hazards that could arise. Parents and carers are asked to sign a consent form for all visits in the local area. If a different sort of visit is planned or one that is a greater distance from school, parents and carers will be informed and further consent will be gained. For more information regarding approval procedures, responsibilities, consent and risk management for visits and residential please contact the schools EVC.

The following roles are currently in place to support learning outside the classroom:

Lead teacher for learning outside the classroom and EVC

Deputy Headteacher with curriculum responsibility

LNC Lead

Chair of Governors and EVC link

Teachers and Teaching Assistants - Contribute to planning and leading LOtC opportunities relevant to own class groups and which deliver curriculum aims. Visit leaders complete trip packs, risk assessments and Evolve form and share with staff.

How does ongoing communication support our vision for LOtC and celebrate pupil's achievements?

Photographs are used extensively to share pupils' experiences and achievements in learning outside the classroom and promote the message that this is central to helping all young people reach their potential. This takes place through: Assembly PowerPoint presentations School Twitter feed, school Facebook, School Instagram and School website displays around school and in classrooms Presentations during parent/ carer meetings Newsletters from school to home Details of pupil's achievements are also often reported and celebrated through progress information shared with parents and carers.

How is progress in LOtC reviewed, monitored and evaluated?

Learning outside the classroom will be evaluated as part of our overall curriculum and assessment approach as pupil's understanding, independence and ability to generalise skills beyond the classroom will be observed and measured. This links to our developing curriculum model which includes curriculum pathways (pre formal, semi-formal and early formal) for stages of development and experiences and skills to be taught from KS3 to KS5.

Educational Visits Approval Checklists

Planning Checklist for TAS staff for Learning Outside the Classroom (LOtC)

So, you are planning a trip?

YAY!

Please use this checklist to support you in planning and getting your trip approved correctly.

Need extra guidance use the schools LOtC policy found here: <https://drive.google.com/file/d/1djbTeSYxVa-Os77c3qsCetxY7JeimfMJ/view>

School year 2022-2023 - LCX will be signing off trips on a **Tuesday week 2, period 5** - Please make sure this fits your time scale!

10 weeks to go

See EVC Lead about trip idea (5 mins)	
Check with Curriculum Admin Supervisor dates in school calendar and check for exam clashes	
Speak to Head of LNC about potential trip for students if there are any issues	
Check the covid cancellation policy with trip provider (they must be able to produce a full money refund to us)	
Complete Appendix D (found in the shared drive)	
See HST member responsible for PP help for students - usually 50% reduction in price	

9 weeks to go

The following needs to be loaded on to **Evolve** (don't know your log in see LPA to sort)

Risk assessment (please use your own format [this can be mind maps, tables, bullet points] and take from the schools provided risk assessment)	
Letter to parents (use the standard letters found in the shared drive and make changes for your trip)	
Travel arrangements - coach with LPA. Minibus booking go through Lettings/Sites Admin, train (do you need any extras for PD students)	
Staff to student ratio (typically 1:20, check with EVC Coordinator when arranging trip)	
Code of conducts - Trip and journey	
First aiders certificates	
Itinerary of what you are doing	
Student booklets if they are using anything on the trip	
OE2 from the trip provider	
Staff certificates if required. E.g Ski trip	

Book school mobile phone out with finance department	
Trips with a fee need to include 1.29% for parent pay	
Have I loaded all my documents into the folder on the google drive? In the relevant month?	
Have a back up member of staff that could go on the trip last minute if a member of staff goes sick.	

Only the appendix D needs to be printed and signed by the following staff:

Curriculum Admin Supervisor dates	
Examinations Officer- Exam considerations	
Cover Coordinator - Cover	
HST member responsible for PP students	
Finance - Trip payments	
HST Member responsible for- Curriculum check	
EVC (LCX) to be given the form	
Clerk to Governors link (only if residential, abroad or adventurous) via EVC ONLY process cannot continue until Governor signed off - Please do not request monies from parents	
EVC ONLY: Link Governor responsible for - Residential, abroad or adventurous trips	

Planning Checklist for TAS staff for Learning Outside the Classroom (LOtC)

Your trip has been approved

Now you have this checklist to make sure you have everything under control before you head out on your trip.

Need extra guidance use the schools LOtC policy found here: <https://drive.google.com/file/d/1djbTeSYxVa-Os77c3qsCetxY7JeimfMJ/view>

8 weeks to go

Have you received an email from Evolve about the trip?	
Has EVC (LCX) emailed about the trip being approved?	

What to do next:

Email Curriculum Admin Supervisor to allocate admin support & to get letters out.	
Send your Early bird letter to Curriculum Admin Supervisor for distribution to the selected PP students along with list of students names and tutor groups	

Send your main letter to Curriculum Admin Supervisor for distribution to the selected year group or students along with list of students names and tutor groups This will be released 5 days after the Early bird letter	
Send an email to the finance team if the trip needs to be paid for. This will be loaded up to the parent pay in a six week payment schedule (add year group or student names)	
<u>6 Weeks to go</u>	
Check medical forms have been completed by students' parents / carers	
Print care plans of students you are taking	
If your trip is out of school hours make sure the Curriculum Admin team have the list of name and emergency contacts have this sent to HT's PA and Headteacher for out of hours school trips and residential trips.	
Have you checked all students for medical history (any you and the team need to be aware of)	
Arranged with LNC staff attending the trip? (These staff team members are not included in your ratio).	
Booked the school mobile?	
Booked first aid kit?	
Has the trip team completed Absence Requests for the trip?	

4 weeks to go

Has the trip been paid for by the school?	
Has the travel been paid for by the school?	

2 weeks to go

Have you got all staff going on the trip NOK information	
Have you seen the student list?	
Have you created an emergency contact list for the students attending your trip?	
Have you got your care plans for any students going on the trips?	
Double check your LNC LSA student support is in place - and for who?	
Have the Year Team Leader and Admin support been told about your trip?	

Planning Checklist for TAS staff for Learning Outside the Classroom (LOtC)

Trip day is here!

Phew!

This is a checklist for you to make sure you have everything you need for the trip.

Need extra guidance use the schools LOtC policy found here: <https://drive.google.com/file/d/1djbTeSYxVa-Os77c3qsCetxY7JeimfMJ/view>

24 hours to go

Has HT's PA received your emergency contact list spreadsheet for students and staff going on the trip?	
Has the Year Team admin and Curriculum Admin team got a list of students going on your trip?	
Do you have a first aid kit (that is fully stocked)	
Have you got registers for you and your team	
Do you have medical information on students?	
Care plans for students?	
Do you have medicines for students? Get this from the school nurse.	
Have you signed out the school mobile phone? From the Finance Office	
Have you contacted your travel company to make sure of times coming to the school?	
Do you have the emergency contact card provided by the EVC (LCX)	

On the day

Got your student lists?	
Emergency contacts - for staff and students	
Have you emailed the Year Team admin with your register?	

Trip Approval Checklist

A trip should not be arranged or letters sent out before all have been confirmed

Application for approval of an educational visit

- Parts 1 and 2 must be completed for all visits
- Part 3 must also be completed for category C and D visits (residential, overseas and adventurous activities)

Categories are as follows, please tick the following trip you are organising:

Category A - Local trips Parts 1, 2 and 4 to be completed

Category B - One day trip, no extras involved Parts 1 and 2 to be completed

Category C - Adventurous trip or category B has a dangerous element e.g. trampoline park. Parts 1, 2 and 3 to be completed

Category D - Residential - overnight stays. Parts 1, 2, 3 and 4 to be completed

The trip lead should submit this form, when completed, to the EVC (LCX) a minimum of 6 weeks before the proposed visit

When the approval is given the EVC (LCX) will keep the original copy and the trip lead will have their copy on Evolve. The Head Teacher (SLI) and the EVC (LCX) should be informed of any changes in the planning, organisation or staffing of the trip.

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Part 1 - The visit

Trip Leader: Second (if you are unable to go on the trip): Name of trip: Year group(s): The purpose of the visit and specific educational objectives

Dates and times. Date of departure:	Time:	Curriculum check MWH
Date of return:	Time:	Calendar check KLA
		Exam consideration DBR

Facility to be visited:

Name:
Address:
Telephone No:
Name of facility contact person:

Transport arrangements: include the name and number of the company. In the case of minibuses include the registration number of the vehicle and the name of all the drivers

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Insurance arrangements for all members of the proposed party, including voluntary helpers

Insurance company:	Policy number:
Address:	Type of policy:
West Sussex Opt in insurance: Y / N	

Proposed cost and financial arrangements

	Pupil Premium cost
	CRA
	Finance check
	DDY

Details of the programme of activities:

Risk Assessment

Have risk assessments been completed for all aspects of the visit?

Y / N

Please attach copies of the risk assessments.

Part 2 - The Party

Size and composition of the group

Year group:

Number of boys: _____ **Number of girls:** _____

Pupil Premium / non pupil premium ratio:

LNC students:

Adult to pupil ratio:

Names of students with special educational or medical/dietary needs:

Accompanying school staff (please indicate people having responsibility for first aid and minibus qualifications):

Name:	Experience:	Responsibilities:
		Staff cover GME

Absence requests completed by all staff going on trip (this must be completed whilst applying for the trip):

Name:	SAM request loaded?
	Staff cover GME

Accompanying other adult support:

Name:	Experience & / qualifications:	Role on trip:

Existing knowledge of places to be visited. Is this needed?

Has an exploratory visit taken place?	Y / N
If no, why not?	
Extent of knowledge of venue:	

Trip letter check and school part number attached:

Please attach a copy of the letter to parents:	
Letter check Resource team	School part No. Resource team

Exam check (will this affect any of the students mocks/GCSE / A Level work):

KS3 Exams		Comments:	Exam check DBR
KS4 Mocks			
KS4 Exams			
KS4 Coursework days			
KS5 Exams			
KS5 Mocks			

Part 3 - To be completed for category C & D visits - residential, overseas, adventurous activities

Accommodation to be used:

Name:
Address:
Telephone:
Name of accommodation manager:
LOtC certificate / OE2 form:

Organising agency / company. Include tour operators, providers of adventurous activities. If more than one, use an additional sheet:

Name:	ALA Licence No: (If applicable)
Address:	
Telephone:	
What will the company provide?	
Attach a copy of the contract if applicable	

Details of activities:

Description of activities:
Who has completed risk assessments?
Attach copies of risk assessments

Part 4 - Request for approval

Group leaders request approval for this visit on the basis of the information given.

Signed by Group Leader:	Position:
Full Name (Print):	Date:

Part 5 - Approval

I am satisfied with all aspects of the visit, including the planning, organisation and staffing. Approval is given

- a) Please ensure that I have all the relevant information, including the final list of group members, details of parental consent and a detailed itinerary, at least 7 days before the party is due to leave.
- b) The report and evaluation of the visit, especially details of any incidents, should be with me as soon as possible but no later than 14 days after the party returns.
- c)

Signed by the EVC - LCX	
Signature:	Date:

For category C & D visits - residential visits, overseas and adventurous activities:

Signed by the :Link Governor with EVC Responsibility:	Clerk to the Governors ENO
Signature:	
Date:	
Print name:	