



The Angmering School

***POLICY
FOR***

**LEARNING OUTSIDE the
CLASSROOM (LOtC)**

AND

**OFF-SITE EDUCATIONAL VISITS
2025**

Ratified by The Governors: 26.11.2025
Next Review due: November 2027

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

Students at The Angmering School require a curriculum that is motivating, engaging and adapted to meet individual needs in order that they can fulfil their potential. Our curriculum is focused on students developing independence, practical and functional skills as well as becoming socially integrated into the school community and the wider world. These aims can be better met if our students access a wide range of experiences both on and off site to develop their skills and knowledge. For our students, learning outside the classroom gives opportunities for the following outcomes:

- To have a greater range of experiences
- To develop confidence in coping in different environments and the skills required for this
- To learn new concepts with the support of a 'real-world' context.
- To enjoy practical and sensory experiences which can increase motivation and help to embed learning

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.

2. 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 (EVC) 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. All activities will require a 'Risk Assessment' form provided by the Trip Leader, in a format of their choice, showing any hazards that could arise. Where the visit is to an established venue these may be provided by the venue and then checked by the Trip Leader.

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 residentials please contact the schools Educational Visits Coordinator (EVC).

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

- The Educational Visits Coordinator (EVC)
- The Headteacher who has overall curriculum responsibility
- Teacher in Charge of the LNC (Lavinia Norfolk Centre)
- A named governor with a direct link to the Educational Visits Coordinator (EVC)
- Teachers and Teaching Assistants - Contribute to planning and leading Learning Outside the Classroom (LOtC) opportunities relevant to their own class groups and which deliver curriculum aims. Visit leaders complete trip packs, risk assessments and Evolve forms and share these with other key staff.

3. How is progress in Learning Outside the Classroom (LOtC) reviewed, monitored and evaluated?

Learning outside the classroom will be evaluated as part of our overall curriculum and assessment approach as student'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 Key Stage 3 to Key Stage 5.

Appendix A:

Educational Visits Approval Checklists

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

So, you are planning a trip?

Please use this checklist to support you in planning and getting your trip approved correctly. If you are unsure what to do at any stage please contact the EVC or refer to the LoTC Policy on the staff intranet.

All off site trips are signed off by the Educational Visits Coordinator (EVC).
Events running **on the school site** can be signed off by a Deputy Headteacher or the Headteacher.

10 weeks to go

Speak to the EVC about trip idea (5 mins)	
Check with Curriculum Admin Supervisor (KLA) dates in school calendar and check for exam clashes (DBR) and curriculum relevance (SLI)	
Speak to the Lead teacher of LNC (NWE) about potential trip for students, to ensure equity of access	
Complete Appendix D (found in the shared drive)	
DO NOT proceed until the trip proposal form is returned to you with all sections signed by key staff	

9 weeks to go

The following needs to be considered and relevant documentation loaded on to **Evolve** (if you don't know your log in see LPA)

A completed Risk assessment (examples are available from the EVC)	
A letter to parents advising them of the date and estimated costs (use the standard letters found in the shared drive with changes made for your trip). For non-residential trips; no places should be confirmed or money taken at this stage.	
Travel arrangements - coach with LPA. Minibus booking go through Lettings/Sites Admin, (ERI), 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 - how many First Aid trained staff are required?	
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 1.36% for parent pay	
Have I loaded all my documents into the folder on the google drive? In the relevant month?	
Is there a backup 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 (KLA) dates	
Examinations Officer (DBR)- Exam considerations	
Cover Coordinator (GME) - Cover	
HST member (JBU) responsible for PP students	
Finance - Trip payments	
HST Member (MSM/AAN/SLI) 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	

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.

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 (KLA) to allocate admin support to get letters out.	
Send your Early bird letter to Curriculum Admin Supervisor (KLA) for distribution to the selected PP students along with list of student's names and tutor groups	
Send your main letter to Curriculum Admin Supervisor (KLA) for distribution to the selected year group or students along with list of student's 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)	

6 Weeks to go

Check medical forms have been completed by students' parents / carers	
Print care plans of students who you are taking	
If your trip is out of school hours, make sure the Curriculum Admin team have the list of students and their emergency contacts, ensure list is with the 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).	
Have you booked the school mobile?	
Have you booked a first aid kit? Do you need more than one?	
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 Next of Kin information?	
Have you seen the student list?	
Have all students paid in full? Chase those who have not	

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?	

24 hours to go

Has HT's PA (ENO) 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 DST (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 YearTeamAdmins@theangmeringschool.co.uk with your register?	

See Appendix D Offsite Proposal forms / Appendix D Onsite Proposal forms
https://drive.google.com/drive/folders/1dWSrVRknw25tdtHbR9SgfkRM9Db0s_76