



**Rosebank School**

*Learning together, celebrating success*

## **EDUCATIONAL VISITS AND EXTRA-CURRICULAR ACTIVITIES, CHARGING AND REMISSIONS POLICY AND PROCEDURE**

<b>DATE OF THIS POLICY:</b>	<b>December 2018</b>
<b>Ratified by Governors:</b>	December 2018
<b>Frequency of update:</b>	Every 2 years or when LA policy changes
<b>Due for revision:</b>	<b>December 2020</b>
<b>Person responsible:</b>	Deputy Headteacher

## **ROSEBANK SCHOOL**

### **EDUCATIONAL VISITS AND EXTRA-CURRICULAR ACTIVITIES, CHARGING AND REMISSIONS POLICY AND PROCEDURE**

#### **RATIONALE**

Rosebank recognises the value of educational visits in contributing to a child's development, not only in terms of supporting the curriculum, but also in providing valuable experiences and opportunities to learn and experience the world outside of the classroom. On occasions this will incur a financial cost. This policy clearly set out the types of activity that can be charged for and when charges will be made.

#### **CATEGORY OF VISITS**

**Category 1** visits include all local visits and overnight stays at Local Authority (LA) maintained centres. They do not involve adventure activities or fieldwork carried out in hazardous terrain. For Category 1 visits the LA does need to be informed, and this is done each term using the LA Evolve online system. The Headteacher must approve the places visited. As many of these visits are frequently repeated activities, generic procedures and risk assessments are acceptable.

**Category 2** visits include visits to centres that are not LA maintained and may include adventure activities. The LA, Headteacher and Governors must approve of any Category 2 visits. The general principles of risk assessment apply but there may be a need for specific risk assessment for particular activities. Written parent approval is required for each specific visit. Staff must be appropriately qualified for the activities undertaken, for example commercial providers need to be licensed and appropriate qualifications held by instructors. The LA must be notified of such visits at least four weeks prior to their commencement via the Educational Visits Coordinator (EVC). The LA is notified and asked for approval of these visits through the Evolve system.

**Category 3** visits include trips abroad, field studies in remote areas, activities in or near water, and/or significant risk of entry into deep water. Any visits which are near deep water fall into this category and we are required to notify the LA if we are to take pupils to locations where this may be a danger. The LA is notified of these visits through the Evolve system.

## **PROCEDURES**

The visit leader or another member of the team must have prior knowledge of the location to be visited and from this be able to complete a CWAC Educational Visits and Learning Outside the Classroom Risk Benefits Assessment.

The visit leader should ensure that staffing/adult/pupil ratios are sufficient, that is 1:3, and that all adults are aware of their roles and responsibilities.

The visit leader should make appropriate and adequate arrangements in case of emergencies, eg mobile phone and contact numbers available, staff groupings/supervision organised.

For residential visits a fully completed Parent/Guardian Consent form should be obtained (Form 'C').

Regular visits are timetabled and include swimming, horseriding, gymnastics and Educational Visits and visits supporting Independence and Community Participation.

Educational Visits which do not form part of the timetable take place following discussion with the Educational Visits Coordinator (EVC). The class teacher will complete a risk-benefit assessment in collaboration with the EVC. An Evolve form will then be completed for the Headteacher and LA approval and notification.

All staff involved in educational visits must have read the Educational Visits and Extra-Curricular Activities, Charging and Remissions Policy and Procedure document.

Generic Risk Assessments are carried out for regularly visited locations at the start of each term. New locations should be risk assessed before the visit takes place and if necessary a preliminary visit made by the teacher responsible.

## **PARENTS**

Parents complete an Out of School Activities consent form when their child first attends Rosebank. This consent covers weekly Educational Visits to forests, parks and local amenities such as libraries and shops.

For day visits, overnight stays and visits incurring a cost; parents are required to complete a further consent form. In addition, school will provide information regarding the destination, activities, possible clothing requirements and meal arrangements.

## **PLANNING**

When planning a visit, consideration should be given to the aims and objectives and the relevance to pupil and curriculum needs. These should be reflected in plans and PLIMS (Personal Learning Intervention Map) where relevant. Consideration should also be given to the structure of the visit, staffing and

groupings, including use of non-school staff, eg parents or students, resources and costings.

Careful consideration should be given to 'risk management'. This involves risks being assessed and either eliminated or kept under sufficient control so that the residual risk is kept as low as reasonably practicable.

## **INSURANCE**

As an employee of the LA, staff have a special responsibility, recognised in law, for the reasonable protection of the children in their care. When acting in loco parentis, staff are expected to show the same standard of care to safeguard the children and protect them from injury as any responsible parent would do. As visit organiser, there is a duty of care to members of the public and to other employees and volunteers.

The existing LA insurance cover is sufficient and appropriate to cover day and residential trips.

The school minibus has Fully Comprehensive motor insurance organised through the LA. A member of staff using their car for an Educational Visit must have what insurers call 'business use' on his/her policy, and a copy of the employee's car insurance should be maintained in school. The School Business Manager will also need to see the driver's licence and MOT certificate for the vehicle.

## **ACCIDENT AND EMERGENCY PROCEDURES**

Accidents involving injury to a pupil or adult require a detailed written record of the incident which should be retained on file in support of the report in the Incident Report Book/Accident Report Form.

It is advisable that on residential visits, a copy of an Incident Report sheet is taken and also copies of Accident Report forms.

Visit leaders should be prepared for emergencies and be fully aware of the communication arrangements, should an incident occur. In preparing for an emergency, key telephone numbers should be to hand and access to medical information/consent readily available. Classes must take a mobile phone which contains contact information for support back at school. An emergency phone is always manned at school. Staff can call the Headteacher or Deputy Headteacher. They can then action any emergency procedures that may be deemed appropriate.

Firstly deal with the incident, ie emergency services, safety/supervision of the remainder of the group, witnesses, and ensure that the Headteacher or emergency contact at school is notified and details of the emergency given.

Visit leaders and school contacts should be aware of the guidance given in 'Managing the Response to Critical Incidents in Schools'.

## CHARGING AND REMITTANCE

This section of the policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### **Voluntary Contributions**

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. These include Swimming, horse riding and some Educational Visits. Exceptions to this requirement are set out in Appendix 1 of this policy.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### **Charging**

The school charges for attendance at After School Club. This goes towards the cost of transport, resources, snack and staffing as the amount of funding provided from Short Breaks does not cover the full cost.

### **Remissions**

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

#### Remissions for residential visits

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found in Appendix 3

## **POLICY REVIEW**

This policy will be reviewed annually, or in the event of LA policy updates or changes in legislation.

## **HOW WILL WE KNOW THAT THIS POLICY IS WORKING?**

Pupils at Rosebank will enjoy a rich and varied curriculum and have many opportunities to learn outside the classroom.

Risk assessment and risk management will be at the forefront of teachers' planning for educational visits and extra-curricular activities.

Charging for visits and extra-curricular activities will be transparent and in line with LA guidelines.

### Appendix 1

Below we set out **what the school cannot charge for**:

#### **1 Education**

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - The national curriculum
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

#### **2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

#### **3 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## Appendix 2

Below we set out **what the school can charge for**.

### **1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

### **2 Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **3 Music tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.



## Appendix 3

### **Remissions**

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Benefits to which this applies:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)