



Hodgson Academy Educational Visits Policy

Hodgson Academy support the running of Educational Visits, which are planned discrete educational experiences designed to enrich and enhance the taught curriculum. The purpose of this policy is to ensure the effective and safe management of Educational Visits. The Academy will comply with the arrangements specified in the Educational Visits Policy and Guidelines laid down by Lancashire County Council (the Local Authority). This policy incorporates the duty laid upon the Academy not to discriminate against any student that may have a disability in relation to Educational Visits.

The Academy will monitor participation on all educational visits to ensure that wherever possible all students have the opportunity to take part in visits outside of the classroom during their time at Hodgson. Details of visits will be communicated as early as possible to give parents/carers as much notice of dates / times and possible costs involved.

Should a visit be over subscribed when the deadline for applications has been reached then places will be allocated by means of a lottery draw after taking into account individual student participation in other similar visits.

For certain visits it will be necessary for deposits to be sent in with the application. The process for this will be set out in the initial advice to parents. In the event of over subscription unsuccessful applicants will have their deposits returned. Failure to meet deadlines for payments may mean it is necessary for the student to be removed from the trip. Depending upon the timing of this it may mean that full refunds cannot be given. Each visit will have different payment processes and in certain circumstances different outcomes as to refunds if cancellation occurs.

The Academy recognises the financial implications for parents in relation to school trips and that from time-to-time unforeseen difficulties can occur. Please notify the trip organiser immediately if there are any concerns.

Our Charging and Remissions Policy sets out the following:

"In drawing up this Charging and Remissions Policy, Governors believe parents will wish the Academy to continue to provide a wide range of extra-curricular activities. They believe parents would wish the Academy to help students discreetly where appropriate, but they would wish parents to know that only very limited funds are available for this purpose and therefore, the opportunity to exercise this discretion is very limited. The Academy will, where it is appropriate to do so, consider supporting disadvantaged students (usually within the Pupil Premium group) by contributing up to a maximum of 25% of the costs of school trips that are not curriculum related."

The Headteacher assisted by the Educational Visits Co-ordinator (EVC) will take responsibility for ensuring that all Academy activities are properly planned and appropriately supervised and that this policy and the Educational Visits Policy and Guidelines laid down by the Local Authority are implemented.

Academy procedures will be consistent with the requirements of the Local Authority. These procedures will be reviewed on an annual basis to ensure compliance with the aforementioned requirements subject to any procedural changes notified by the Local Authority. All Educational Visits will have specific stated objectives, which are appropriate for the participating students.

The Academy has a Service Level Agreement in place with the Local Authority for the provision of advice, support and training. The Academy Charging Policy sets out the parameters under which charges apply for Educational Visits.

The Governing Body should be notified of all planned visits at the start of the Academic Year. The Governing Body must give provisional approval to such planned visits. The Governing Body agree to the Headteacher and/or the Educational Visits Co-ordinator providing final approval to Type A visits. Type B visits must receive final approval from the Governing Body before submission to the Local Authority for their overview and recommendations. (Type A and Type B visits are specified within the guidelines issued by the Local Authority).

If an instance occurs during the Academy Year where an opportunity arises to undertake a Type B visit which has not had provisional approval from the Governing Body then guidance should be immediately sought from the Chair of Governors before proceeding.

Students who show significant social, emotional or behaviour problems in school may at times not be permitted to join Academy Visits. If there are serious concerns that a student may persistently disrupt the good order of the visit or may take actions that pose a risk of harm to themselves or to other staff /students then such a decision may be taken. Each case will be risk assessed separately. Parents will be notified should such circumstances arise.

Emergency procedures will be established for each Educational Visit. Details of arrangements and procedures for all Educational Visits will be made available to all participants on the visit and their parents/carers. Hodgson Academy adopts a strict 'no alcohol' policy on all visits.

Reviewed by: Martin Pickles. Finance Director

Approved by: Board of Trustees

Approved Date: 5th December 2022

Next Review Due: September 2023