

Learning Outside the Classroom Policy

Bushmead Primary School

February 2024



Contents

1.	Aims	1
2.	Roles and responsibilities	1
3.	Organisation	1
4.	Charging for school activities	2
5.	Monitoring arrangements	2
6.	Link with other policies and documents	2

1. Aims

1.1 All Schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

1.2 At Bushmead Primary School we work to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of Learning Outside the Classroom educational visits and other activities that add to and complement what they learn in School.

2. Roles and responsibilities

2.1 The head teacher

The head teacher will:

- Work with staff, parents and governors to determine the strategic development of the policy and provision in the school.

2.2 The Governor/s

They will:

- Work with the head teacher to determine the strategic development of the Learning outside of the classroom policy and provision in the school.
- The Governing Body will review this policy in line with the Policy review schedule at the FGB / FPP / C&S committee meetings

2.3 Class teachers and teaching assistants

They will:

- Work with the head teacher to implement the Learning outside of the classroom policy and provision in the school.

3. Organisation

3.1 At Bushmead Primary School, we follow the guidelines contained within The Cambridgeshire County Council and Peterborough document Learning Beyond the Classroom 2005. This file is kept in the finance office and is referred to as 'LA Guidance' from this point in the policy. Teaching staff organising an educational visit should also refer to the Dfes guidance contained in 'A Handbook for Group Leaders' which is kept in the back of the LA Guidance file.

3.2 The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval.

3.3 The Headteacher is the Educational Visits coordinator inputting required visits onto the Evolve website for approval, in some cases, the County.

3.4 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits and activities at the beginning of each academic year.

3.5 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school year in our School Diary. We plan other activities as the school year progresses and inform parents of these in due course.

3.6 Visits and activities usually take place within the school day, and the governing body is informed of all such visits. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of the village of Eaton Socon. If we do not receive this written permission and cannot contact the parents the child will be unable to participate. When joining the school each parent is asked to sign a document giving permission for their child to take part in activities within the village during their time at the school.

4. Charging for school activities

4.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school finance office.

4.2 The governing body has agreed the wording of the statement relating to charging for both for Establishment approved visits and LA approved visits.

5. Monitoring arrangements

5.1 This policy and information report will be reviewed by **every 3 years**. It will also be updated if any changes to the information are made during the year. It will be approved by the governing board.

6. Links with other policies and documents

This policy links to our policies on:

- Education Visits and Trips policy

Version:	2	
Written by:	Steve Down	Date: 5 th February 2024
Last reviewed by governors:	Spring 1 2024	
Next review due by:	Spring 1 2027	