



## Educational Visits Policy

Establishment type	5-16 Special School
Name of establishment	Kingswode Hoe School
Employer	SEAX Trust
Responsibility for offsite visits	Benjamin Lee - Head of Upper School and EVC
Date trained	July 2019
Policy agreed	
To be reviewed	
Other policies related	Child Protection Policy The OEAP National Guidance ( <a href="http://www.oeapng.info">www.oeapng.info</a> ) Equality Act 2010
Other paperwork attached	

## Contents

1. Introduction
2. Reasons for visit
3. Visits and curriculum links
4. Gaining approval for trips and visits
5. Choosing a date/venue/provider/programme/resources for a visit
6. Information about the visit to/from pupils and parents
7. Visits and staffing
8. Staff conduct
9. The Visit
10. Financing the visit
11. Insurance
12. Transport
13. Emergency procedures
14. Monitoring and Evaluation

Appendix 1: Risk benefit Assessment template

Appendix 2: Signing out sheet for ad-hoc activities in the school locality

Appendix 3: Educational Visits Handbook

Appendix 4: Emergency Procedures Action Plan

## 1. Introduction

The Employer/Local Academy Committee has the responsibility of providing guidance for off-site school visits and it is essential that any staff member of Kingswode Hoe School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- All staff should be aware of the The OEAP National Guidance which includes essential reading documents specific to their role.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY**

## 2. Reasons for visits

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

At Kingswode Hoe School we seek to ensure that a robust 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. All activities must have a clearly defined educational purpose and to enrich the curriculum for the children at Kingswode Hoe School, we offer a range of educational visits and other activities that add to what they learn at school.

## 3. Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities which could include visits by specialists. Some examples are:

- English - theatre visits, visits by authors, poets and theatre groups;
- Science - use of the school grounds, visits to local woods and parks;
- Mathematics - use of shape and number trails in the local environment;
- Humanities - castle visits, museums, centres of worship;
- Art - art gallery visits;
- PE - range of sporting fixtures;
- Music and drama - theatre trips, range of specialist music teaching;
- Technology - work with local schools;
- Computing - its use in local shops/libraries.

NOTE - when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

#### 4. Gaining approval for a trip or visit

### Local Academy Committee

As part of their responsibility for the general conduct of the school, the LAC has adopted this policy for the effective and safe management of educational visits.

The LAC must approve any visit involving an overnight stay or overseas travel. This could be delegated to the LAC chair.

The LAC delegate, the Headteacher and/or the Educational Visit Co-ordinator have the responsibility to approve all other visits.

### The Headteacher and/or EVC

The Headteacher and/or EVC is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

They should ensure that the aims of the visit are commensurate with the needs of the pupils. For additional guidance refer to the Equality Act 2010.

They should ensure the suitability of all staff appointed to the visit and ensure the visit leader fully understands his/her responsibilities. They should implement effective emergency contact arrangements. They should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately and should have a system in place to record, audit and monitor off-site visits.

An electronic submission process EVOLVE is used to log, audit and approve in the following table:

Type of visit		EVC	Head	ECC
Overseas	yes/no and formal approval by	☺	☺	☺
Residential	yes/no and formal approval by	☺	☺	☺
Adventurous	yes/no and formal approval by	☺	☺	
Local approved	yes/no and formal approval by	☺	☺	

When using EVOLVE, generic risk assessments are available and can be used to cover a majority of travel assessments. However, every EVOLVE application **MUST** include a risk benefit assessment (Appendix 1). This should clearly show the educational benefits of the trip. There is also an expectation that an evaluation is completed after every single approved trip. This should be linked directly to the

risk benefit assessment. Failure to do this may mean that approval for further trips will not be given.

## 5. Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

According to section 4.4h of the OEAP National Guidance, on residential, adventurous or overseas visits, leaders should check to see if the provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc)

## 6. Parental consent

This guidance reflects the DfE guidance with particular note when consent is NOT required:

Parental consent to off-site activities:

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

## 7. Visits and staffing

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher of the school and holds delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out Risk Benefits for the visit.

## 8. Staff conduct

As specified in the Staff Code of Conduct, alcohol is not to be consumed on residential trips or school visits. It is also advised that smoking must not happen in sight of or in close proximity to pupils. Staff's duty of care towards pupils on trips and visits is "paramount" and must not be compromised. Staff are in charge of pupils throughout the trip.

## 9. The visit

On the day

Leave in the school office:

- an amended list of children present and going on the visit
- full list of accompanying staff
- the itinerary for the entire day
- a copy of the risk benefit form for the visit

Make sure you have essential items like First Aid kit, any medications and other required items e.g. epipen and mobile phones and copies of Emergency/Critical Incident cards have been given to all leaders

During the visit

Young children must be kept in groups at all times. With older children close or even remote supervision is acceptable with suitable checks and contingencies in place (e.g. Year 11 pupils working in groups of 4 minimum - responsibility to support each other may be suitable and sufficient for a delimited area in a town centre).

There should be a system in place to safeguard young people at all times (e.g. if toilet issues arise, approach could be not to send young children into the toilets on their own but in small groups accompanied by a member of staff). Regular headcounts should take place throughout the day.

Courtesy to the public must be shown at all times, care taken not to block pathways etc. Staff should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card.

On return

Check all children off as they arrive back at school. If parents are collecting the children a member of staff must ensure appropriate checking of parents picking up children is followed. A staff member must remain with uncollected children until all parents have arrived and all children have departed.

#### 10. Financing the visit

Please see Residential Handbook (Appendix 1) at the back of this policy which clearly explains the protocol for organising and financing any school visit or residential. All costing proformas should be completed and presented to the Headteacher **BEFORE** any trip is booked and parents are notified.

#### 11. Insurance provision

Teachers should be aware of the school provision for insurance as it forms a part of any risk assessment.

## 12. Transport

See School Transport Policy

## 13. Emergency/Critical Incident Procedures

All leaders must carry the school's Critical Incident Cards with emergency telephone contacts and an action plan should an incident happen. On return, the visit leader must comply with the school's normal accident reporting procedures.

## 14. Monitoring or Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. This should include letters of thanks to any external body that has provided additional finance for the trip. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC and the Headteacher.

## Extended Learning Locality

The boundaries of the locality are shown on the map below. This area includes frequently used venues such as:

- Castle Park
- Hilly Fields
- Colchester Town Centre
- The Spinney
- Colchester Institute



We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, providing they follow the operating procedures below.

### Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic
- Other people/members of the public/animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish etc)



**These are managed by a combination of the following:**

- The Headteacher, Head of School, Deputy Head of School (EVC) **MUST** give verbal approval before a group leaves
- Only staff judged competent to supervise groups in this environment are approved
- The concept and Operating Procedure of the extended learning locality is available on the website for all parents of current pupils and is shared with the parents of any new pupils when they join the school
- There will normally be a minimum of two adults but this depends on the size of the group and the age of the pupils involved
- Staff are familiar with the area, including any 'no go areas' and have practised appropriate management techniques
- All staff **MUST** carry a critical incident card with them with appropriate information completed
- Pupils have been trained and have practised standard techniques for road crossing
- Where appropriate all pupils are fully briefed on what to do if they become separated from the group
- All remotely supervised work in the extended learning locality is done in pairs as a minimum
- Pupil's clothing and footwear is checked for appropriateness before leaving school
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available
- Staff will complete the signing out sheet for ad-hoc activities (Appendix 2) and leave it with reception staff before they leave
- A mobile phone is taken with each member of staff (the school mobile can be used in this circumstance) and the school office have a note of the numbers
- Appropriate personal equipment is taken when necessary



## Appendix 1

Risk Benefit Assessment for

Generic Benefits	Specific Outcomes

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments Action	Action by



## Appendix 2

**Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues. Leave this completed form in the office or other agreed place when you go out.**

Date	
Visit Leader	
Accompanying Staff	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.

## Appendix 3

### Educational Visits Handbook

#### Contents

Additional Contents (at back of handbook) .....	12
A STEP BY STEP GUIDE TO ADMINISTRATION OF SCHOOL TRIPS.....	13
CHECK LIST for Financial procedures .....	13
STEP 1 - COSTING .....	13
STEP 2 - PURCHASE ORDERS .....	13
STEP 3 - EXPENDITURE PAYMENT PLANNING .....	13
STEP 4 - VAT INVOICES .....	13
STEP 5 - ADVANCE PAYMENT OF INVOICES .....	13
STEP 6 - PETTY CASH/LLOYDS CHARGE-CARD .....	14
STEP 7 - PETTY CASH REIMBURSEMENTS - .....	14
EXCEPTIONS: .....	14
ADMIN STAFF are happy to answer your queries: .....	14
RESIDENTIAL TRIPS GUIDANCE TIMELINE .....	17
AIM.....	17
Appendix EV1 a - Residential Trip Costing.....	21
RESIDENTIAL TRIP COSTING PRO-FORMA (Academic year.....)	21
Appendix EV1 b - Day Trip Costing.....	22
DAY TRIP COSTING PRO-FORMA (Academic year.....)	22
Appendix EV2 - Expenditure & Pettycash .....	23
RESIDENTIAL TRIP EXPENDITURE AND PETTYCASH .....	23
Appendix EV3 - Charging Policy .....	25
Charging Policy .....	25
Residential Trips.....	25
EMERGENCY PROCEDURES ACTION PLAN .....	27

Additional Contents (at back of handbook)

Guidance for Staff Use of School Minibus

Health & Safety guidelines for use of School Minibuses

## A STEP BY STEP GUIDE TO ADMINISTRATION OF SCHOOL TRIPS

This guide applies to both **residential and day trips** to be processed through the school's main delegated budget (see PB & RJH). For full instructions on how to run a Residential Trip please follow the 'Handy Timeline' included in this Handbook.

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### CHECK LIST for Financial procedures

#### STEP 1 - COSTING

Complete 'Educational Visits Trip Costing Pro-forma' (Appendix 1 EV(1))

Once complete this should be given to the Headteacher for (LAC) Local Academy Committee approval once signed please hand in to the Business Manager.

#### STEP 2 - PURCHASE ORDERS

Complete a 'Purchase Order' form for each supplier of accommodation, activities & services that need to be paid for your trip. See Appendix 2 (EV(2))

#### STEP 3 - EXPENDITURE PAYMENT PLANNING

Now consider which costs can be invoiced by the supplier and paid for in advance. e.g. deposits and/or full payments for accommodation and activities.

*It is usually the case that the accommodation supplier can provide an invoice or part invoice in advance of the trip. Likewise some activity centres like the National Trust, piers and adventure activities can be invoiced and paid for in advance. This is the preferred means of payment for the school and ensures that the Financial Regulations are adhered to. (THE AIM IS TO PAY FOR AS MUCH AS POSSIBLE IN ADVANCE TO REDUCE THE AMOUNT OF CASH TO BE CARRIED BY STAFF.)*

Note: The National Trust often requires advance risk assessments to be completed prior to a visit. Check out relevant National Trust website (e.g. Nature Reserve, Norfolk.)

#### STEP 4 - VAT INVOICES

When phoning a supplier to make a booking please request a VAT invoice for deposits and/or full payment. The preferred method of payment for goods and service is via an invoice. However, other methods of payment can be arranged if an invoice is not forthcoming. Please liaise with school office for this process.

#### STEP 5 - ADVANCE PAYMENT OF INVOICES

Pass any invoices received to the school office immediately upon receipt for payment prior to the trip where possible. A deposit will be paid in advance and a final payment cheque/BACS is usually paid after the trip. If this is not possible, other arrangements can be made - please liaise with the school office. (**Note** since conversion to an Academy the school is no longer able to issue cheques)

## STEP 6 - PETTY CASH/LLOYDS CHARGE-CARD

Finally, consider how the remaining items on your 'Trip Costing Form' will be paid for and calculate as accurately as possible how much petty cash you require. Alternatively since academy conversion the school is now able to 'sign out' one charge-card to a named responsible staff member for the duration of the trip. This can then be used to pay for activities as required. Please liaise with the Business Manager to sign out a charge-card. (This must be discussed in advance and not left to the last minute)

*NOTE: Please consider alternative ways of paying for food purchases prior to the trip if applicable. The Catering Manager is happy to place orders online with Sainsbury and the purchases can be delivered to the venue.*

*It is also acceptable to use **staff credit cards** - with the consent of the cardholder only. A retrospective BACs Expenses payment can then be raised by the school to reimburse the staff member on return to school and prior to any personal credit falling due). If this is the case the staff member must complete the usual expenses claim form and attach all receipts to the form.*

**Please give at least 1 week's notice for petty cash requests** **Note:** Recommended maximum petty cash per trip is £150. This limit is due to restrictions on the amount of cash allowed to be kept in school at any given time.

## STEP 7 - PETTY CASH REIMBURSEMENTS -

On return to school the trip leader should attach receipts for petty cash purchases to the 'Residential Trip Expenditure and Petty Cash Summary Sheet' (see Appendix No.3 EV3). Complete the form and include mileage details for the minibus and private cars. Please give this completed form to the office on your return from the trip. Surplus cash should be returned to the office at the same time.

### EXCEPTIONS:

There are a few trip which are exceptions to the rule however! The following are processed through the school fund or Dorothy Hiles Bequest Fund:

- Y11 leavers treats/party - School Fund
- All Christmas events (Christmas treats, xmas DVD/ play, Christmas dinner, Boreham Hand Bells, etc - D Hiles &/or School Fund.

### ADMIN STAFF are happy to answer your queries:

Irina Brown - Finance Manager, responsible for main delegated budget & D Hiles/School Fund

Pauline Burrows -Office Manager & Finance assistant to the above

## Kingswode Hoe School

### Procedure for Day Trips

#### Trips taking place during the school day

- Read Extended Learning Locality guidance to ensure that blanket consent applies to the trip.
- Check availability of minibus if needed.
- Seek approval from the Headteacher/Head of School and notify parents stating curriculum focus for the trip. Complete form EVib - Handbook.
- Complete the school pro-forma letters to request voluntary contributions - *Pupils in receipt of Pupil Premium should still be sent a letter and encouraged to make a contribution to the cost if possible.*
- The Local Academy Committee's permission must be sought for any visit that is
  - a) adventurous
  - b) foreign
- Notify Deputy Head of School and check pupils are not required for medicals or other appointments.
- Re-arrange duties if necessary.
- Obtain any necessary medication (check requirements in central medical folder for pupils and if given, record date, name, time and type of medication. (School office to be informed upon return).
- Arrange any necessary packed lunches (free or purchased) with the office. At least 2 days notice is required.
- If using the minibus, the driver must visually check the vehicle before the trip, noting they have done so in the bus log book. Liaise with site manager at least 2 days in advance to request a fuel top up if necessary.
- Minibuses must contain at least 2 members of staff, one of which will be the driver.
- Sign group out of school, using the Reception signing out procedure.
- Leave a mobile phone contact number with reception.

#### All-day visits

- As above with the following additions:
- Local Academy Committee's permission must be sought in advance of any trips which fall outside normal school hours. Complete Form EVib - Handbook.
- A letter must be sent to parents: see Kingswode Hoe School Charging Policy for example. Use pro-forma letters from handbook.
- Collection/ delivery of pupils home must be arranged & confirmed.
- Office staff must be informed if pupils will not return in time for normal transport home.
- The trip leader will be an experienced member of staff, who will also be responsible for training less experienced members of staff.

### Risk Assessment

- Please complete risk assessments online using 'Evolve'. Approval must be given by the EVC
- Training on the use of 'Evolve' will be given as part of induction for new teachers



## KINGSWODE HOE SCHOOL

### RESIDENTIAL TRIPS GUIDANCE TIMELINE

#### AIM

This handbook is designed to be an all inclusive guide to arranging, booking and escorting residential and day trips.

The following is a timeline designed to give structure to your planning and help identify the order in which the various tasks should be undertaken.

#### TIMELINE

	<b>For Action</b>
12 Months	<ul style="list-style-type: none"> <li>• New trip leaders or new venue - undertake pre-booking visit</li> <li>• Provisional booking after discussions with SLT NOTE: Teachers may change year groups but the trip should still be available for a given year group</li> </ul>
9 to 12 Months	<ul style="list-style-type: none"> <li>• Book minibuses on wall plan in school office.</li> <li>• Check staffing levels for the trip. Make sure to include a sufficient number (no less than 1:5 ratio staff to pupils), a mix of male and female staff.</li> <li>• Pay particular attention to <b>minibus driver availability</b>. It is a legal requirement that drivers must have the category D1 on their driving license or have completed the CVS training course! Please note the latter does not qualify the driver to tow a large trailer. It is vital that this information is checked before choosing a driver for the trip. For initial costing purposes assume that all pupils in the year group will attend the trip - but find out which pupils are in receipt of Pupil Premium/Looked After PPG and note this on the EV1 form 'Trip Costing Proforma'. Approved template letters are attached to this handbook.</li> <li>• If necessary, it may be necessary to carry out <u>fundraising</u> to cover costs for pupils unable to pay. Such as those on income support or those in challenging circumstances. (Liaise with Business Manager)</li> </ul>
6 Months	<ul style="list-style-type: none"> <li>• Complete costing forms and return to the Principle for (LAC) Local Academy Committee approval, (see separate step by step guide for completing costing forms).</li> <li>• Send out information letters with reply slip to parents with initial cost, and brief description of trip. Deposits would usually be requested at this point. Balances can be paid by instalments and parental payment cards can</li> </ul>

	<p>be issued by the office (currently organised by Pauline Burrows - Office Manager) (Letters should be sent by InTouch(email) where possible but some parents will need to be sent hard copies - discuss with school office to decide upon best approach)</p> <ul style="list-style-type: none"> <li>• Include provision/opportunity for parents to contact trip leader with queries/payment concerns etc.</li> </ul> <p><u>Residential Trips</u></p> <ul style="list-style-type: none"> <li>• Complete on-line application to 'EVOLVE (see Benjamin Lee, Educational Visits Co-ordinator)</li> </ul> <p><u>Day Trips</u></p> <ul style="list-style-type: none"> <li>• Complete school risk assessment for approval by SLT, for day trips if not covered by Extended Learning Locality information.</li> <li>• Once risk assessment approval is obtained - book day trips in advance where possible and complete KHS <b>order forms</b> so that a commitment can be posted on the school finance system. This is now a SEAX requirement!</li> <li>• School Office to collate reply slips and deposits from parents - issue instalment payment cards.</li> <li>• Trip leader to liaise with school office re: non replies from parents and queries (e.g. ability to pay). Final decision with regard to pupil payment exemptions to be made by the Headteacher.</li> </ul>
1 Month	<ul style="list-style-type: none"> <li>• Invite parents to an information evening &amp; Q &amp; A session. (Give out trip information, kit list, itinerary, list of emergency venue phone numbers/staff mobile for emergencies only etc.)</li> <li>• Send or hand-out medical forms for completion by parents (available from school office - see Receptionist)</li> <li>• Arrange to take school mobile phone and charger (ask school office to charge phone prior to collection)</li> <li>• Trip leader to allocate jobs to the staff team (eg. responsibility for first aid etc.)</li> </ul>
1 to 2 weeks	<ul style="list-style-type: none"> <li>• <u>Medication:</u> Trip leader or team member to review medical forms with Receptionist and make sure everything is covered.</li> <li>• Chase up non Returns. (<b>NOTE:</b> particular attention must be paid to administration instructions for prescription medication not usually administered by staff at the school. e.g. if 'Class A' drugs for epilepsy, usually administered at home, needs to be given on the</li> </ul>

	<p>trip, then a written care-plan should be provided by the parent/epilepsy nurse as appropriate.)</p> <ul style="list-style-type: none"> <li>• Phone parents for clarification where necessary.</li> <li>• Trip Leader prepare medical book for recording medication distribution on trip. Copy medical forms (2 copies). (2 signatures will be needed for all medication given.)</li> <li>• Request <u>petty-cash</u> for trip (At least 1 week's notice is required and the recommended amount should not be more than £150 if possible) Please discuss the latter with the Business Manager</li> <li>• Ask Site Manager to prepare the <u>minibus</u> and trailer as required.</li> </ul>
Day before Trip	<p>From School Office:</p> <ul style="list-style-type: none"> <li>• Collect school mobile phone if required</li> <li>• Petrol card for minibus(es)</li> <li>• Petty-cash</li> <li>• First Aid Boxes (liaise with Receptionist to make sure boxes are re-filled)</li> <li>• Medical forms &amp; medication/record book</li> <li>• Accident Book/forms - see Receptionist</li> </ul>
Day of Trip	<ul style="list-style-type: none"> <li>• Meet pupils with luggage</li> <li>• Staff to load luggage into trailer (H &amp; S - pupils must <u>not</u> be allowed to do this!)</li> <li>• <u>Medication</u>: Nominated staff member and one other team member to collect medication from pupils and check against medical forms. Follow up discrepancies with parents by phone immediately.</li> <li>• Nominated team member to collect and record spending money from pupils if appropriate.</li> </ul>
During Trip	<ul style="list-style-type: none"> <li>• Keep receipts for all expenditure including ice-creams (if receipts are not available - hand over a piece of paper with name of venue, amount and get it signed and dated by the vendor). Car parking tickets - keep ticket if receipt not available.</li> <li>• <u>Medication</u>: Nominated staff member and other team member to be responsible for distribution of medication together. <b>Both</b> to sign medication book each time a dose is administered. (Primary responsibility for medication must be undertaken by a teaching member of staff, not support staff, although a trained member of support staff may administer the</li> </ul>

	<p>medication. (NOTE: Prescription medication must be administered as per guidance)</p> <ul style="list-style-type: none"> <li>• <u>Storage of Medication on Trip</u>: Medication should be kept in a secure adult only area and out of sight. Access to medication should be limited to the nominated team members, but other staff should be aware of where it is kept to maintain vigilance for security reasons. A box/medical bag is available from the medical room to take with you.</li> </ul>
On Return to School	<ul style="list-style-type: none"> <li>• Complete trip expenditure summary sheet (EV2 form), attach all receipts, and also return spare petty-cash to the Business Manager. Record vehicle mileages on above form.</li> <li>• For reimbursement of personal pettycash/personal credit card expenditure, complete a expenses claim form as normal and return with the outturn summary sheet (EV2) above, to the Business Manager.</li> <li>• <u>Medication and First Aid book</u> to be passed to Receptionist for filing. A record of accidents and medication taken during the trip must be retained.</li> </ul>



**Appendix EV1 a - Residential Trip Costing**

**RESIDENTIAL TRIP COSTING PRO-FORMA (Academic year.....)**

*Please complete and submit to Headteacher before making a firm booking*

Name of Trip: .....  
 Location/Address.....

Proposed Date of Trip: .....

Class/Classes: ..... Number of pupils ... Number of staff ...

Staff names  
 .....

Trip Leader .....

Purpose of Trip .....

**Proposed Cost of Trip - Expenditure**

Accommodation £ .....

Food £ .....

Activities £ ... ..

Transport costs £ .....

For Minibus costs - Use [www.theaa.com/route-planner/index.jsp](http://www.theaa.com/route-planner/index.jsp) (click on route planner for mileage calculator) (assume 30miles per 4.55 litres) (allow £1.40 per litre of fuel to estimate cost)

Contingencies £ .....

Total Budget required (a) £.....

Initial Cost per Pupil (b) £ .....(Total ÷ number of pupils)

**Proposed Money Raised from- Income**

1. Donations FoKHS/CCC £ .....
2. Subsidy PP pupils (No:...x £(b)) £ .....
- 2013-14 subsidy (b) per pupil x no PP pupils

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3. Total donations + Subsidy (1+2) £ .....
4. Balance to charge to other pupils
- Total Budget (a) less Total donations (3) £ .....

<b>Details of individual</b>	
<u>Activities</u>	<u>Cost</u>
1.....	.....
2.....	.....
3.....	.....
4.....	.....
<b><u>PETTYCASH REQUIRED FOR TRIP</u></b>	
£.....	

Divided by remaining pupils (No: ..... ) (non PP) \_\_\_\_\_

**5. Amount to charge per Pupil** £ .....

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Signed by Headteacher .....

Agreed by Local Academy Committee on:.....

Signed:.....

### Appendix EV1 b - Day Trip Costing

#### DAY TRIP COSTING PRO-FORMA (Academic year.....)

*Please complete and submit to Headteacher before making a firm booking*

Name of Trip: .....

Location/Address.....

Proposed Date of Trip: .....

Class/Classes: ..... Number of pupils ... Number of staff ...

Staff names .....

Trip Leader .....

Purpose of Trip .....

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#### Proposed Cost of Trip - Expenditure

Activity costs £ ... ..

Transport costs £ .....

For Minibus costs - Use [www.theaa.com/route-planner/index.jsp](http://www.theaa.com/route-planner/index.jsp) (click on route planner for mileage calculator) (assume 30miles per 4.55 litres) (allow £1.40 per litre of fuel to estimate cost)

Contingencies £ .....

Total Budget required (a) £.....

Initial Cost per Pupil (b) £ .....(Total ÷ number of pupils)

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#### Proposed Money Raised from- Income

**1. Donations FoKHS/Other** £ .. ..

2. Subsidy PP pupils (No:...x £(b)	£ .....
subsidy (£(b)) per pupil x no. PP pupils	
_____	
3. Total donations + Subsidy (1+2)	£ .....
4. Balance to charge to other pupils	
Total Budget (a) less Total donations (3)	£ .....
Divided by remaining pupils (No: .....) (non PP)	_____
<b>Amount to charge per Pupil</b>	<b>£ .....</b>

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- NOTE: Please remember :
- 1) to complete a risk assessment on EVOLVE
  - 2) give the office a minimum of one week's notice for pettycash
  - 3) and/or Sims data such as pupil medical information for the trip etc.
  - 4) order packed lunches if required (give minimum 1 week's notice)

Authorised Signed by Headteacher .....

Date:.....

**Appendix EV2 - Expenditure & Pettycash**

**RESIDENTIAL TRIP EXPENDITURE AND PETTYCASH  
SUMMARY SHEET**

Petty Cash for Trip to: ..... Date to & from .....

Staff Name of Trip Leader: .....

Summary of Expenses	Cheque No:	Date Paid	Cost £

<b>Total Expenses</b>			

**Pettycash Advance for the Trip £..... Date Received .....Initials .....**

<b>Items purchase from P/Cash</b>	<b>Pettycash Slip No:</b>	<b>Cost £</b>
<b>Total Pettycash Expenses</b>		

**Petty Cash Balance Returned £.....OR Additional Expenses to be Reimbursed £.....**

**Signed by Trip Organiser:.....Date:.....**

**TOTAL MILEAGE (USE OF SCHOOL MINIBUS ONLY)..... Miles**

**STAFF CARS MILEAGE TO BE CLAIMED ..... Miles**

***To all Trip Organisers:***

*At the end of your trip, please complete this form and attach all VAT receipts to the form, then return the completed form to the school office with the balance of cash left over. For additional expenses claims, the VAT receipt should be attached to an ordinary Petty Cash slip and returned to the school office for separate reimbursement to the staff member.*



## Appendix EV3 - Charging Policy

### Charging Policy

The Local Academy Committee Policy for Charging for school activities is set out below.

No **charge** is made for the following activities:

- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, a required part of a public examination or part of religious education
- Exam entry

However, the school can **charge** for:

- Optional extras such as day or residential trips which are not part of the National Curriculum
- Music tuition (unless a compulsory part of an accredited course)

### Voluntary Contributions

Parents/ carers will be asked for a **voluntary contribution** towards the cost of any of the above activities. The contribution will be genuinely voluntary and pupils of the parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then the activity must be cancelled. **Parents/ carers will be asked to make voluntary contributions towards the cost of providing activities within and outside school hours.**

### Residential Trips

A charge will be made for board and lodging, transportation costs and activities during residential trips. The cost will not exceed the actual cost of the provision. Where the trip takes place wholly or mainly in school time, pupils whose parents can prove that they are in receipt of the following will be exempt from the board and lodging element of the cost:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575 Guarantee element of State Pension Credit

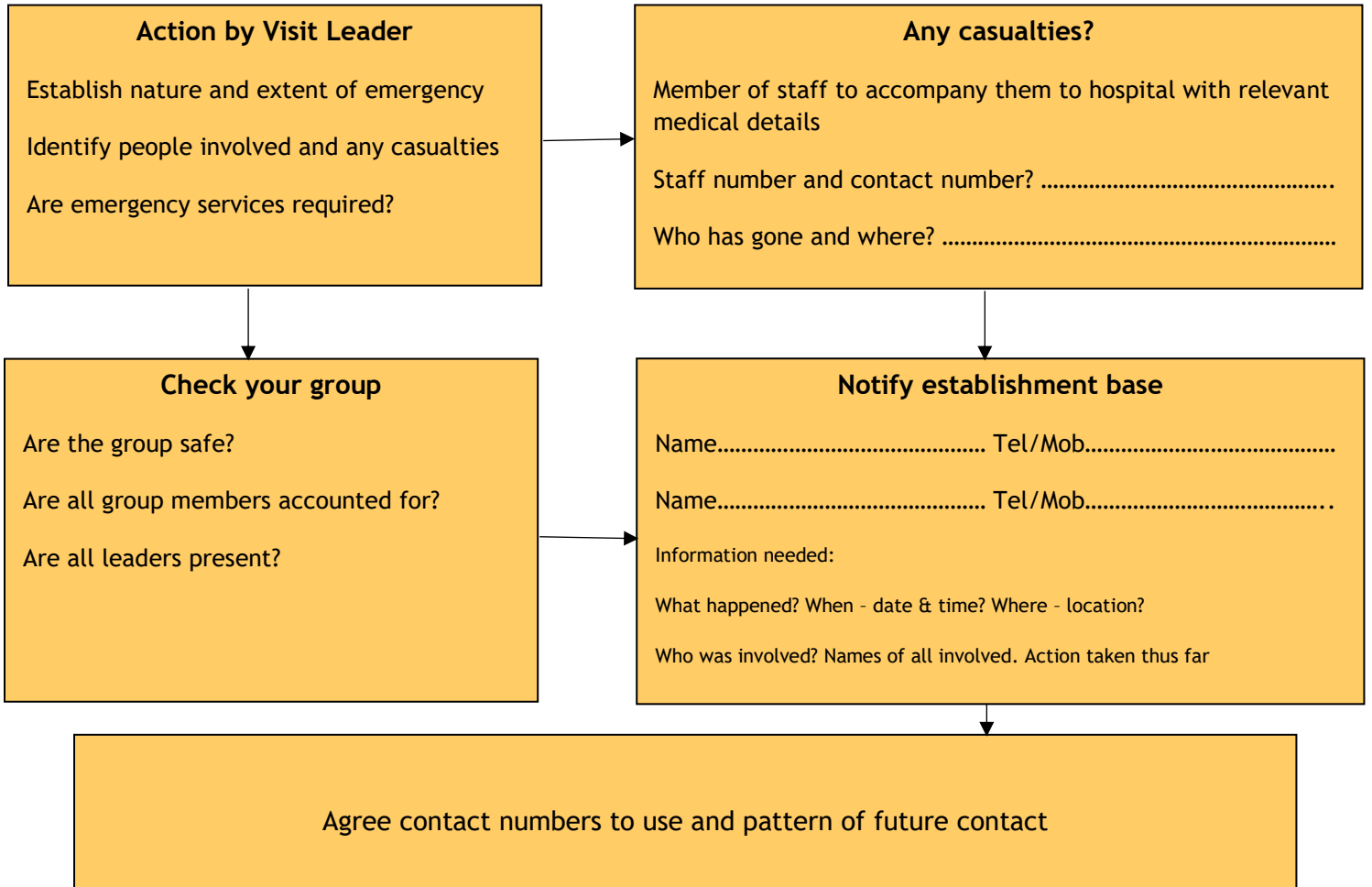
### Charges for “finished products”

Charges are made to cover the costs of materials/ingredients in technology. Where such charges are paid, the finished product becomes the property of the

child/parents. Where charges are not paid, the finished article is the property of the school.

## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by establishment - is this a critical incident?

