

Telford Infant School

A Parent/Carer Guide to External Visits at Telford Infants



A huge thank you to for completing our recent Parent Questionnaire. One of the areas we asked you to comment on is external visits. Your feedback on visits was extremely positive but there were some aspects of visits that you would like clarified. We have covered the main questions you have asked below but should you ever need further clarification please do not hesitate to speak to your child's class teacher.

Relevant policies include: Educational Visits Policy and Charging and Remissions Policy – both available on our [school website](#) or on request from the school office.

<p>How are trips decided?</p>	<p>During the summer term year group teams start planning the curriculum for the academic year ahead. Based on these plans staff identify visits that will enrich the children's learning in school.</p> <p>We endeavour to take the children to venues that they would not normally attend eg. Mary Arden's farm is now closed for public use or that provide a bespoke educational experience as part of their offer eg. Compton Verney, Herbert Art Gallery.</p> <p>The school now plans for no more than two trips per year group due to the cost, however we do supplement the curriculum with visits by specialists who come into school to support our curriculum. Sometimes we are able to source these visits free of charge but if there is a cost we do not charge parents and our PTA regularly pay for these experiences.</p>
<p>How do I volunteer for a trip?</p>	<p>Not all external visits require parent volunteers but if they do then this will be made clear on the initial letter that is sent to parents advising them that the trip is going ahead.</p> <p>Volunteers are usually assigned a small group of children to support under the direction of the class teacher/trip leader. The role of our volunteers is to:</p> <ul style="list-style-type: none">• Ensure the safety, security and wellbeing of pupils.• Engage with pupils to enhance their learning experience.• Help all pupils participate fully in all activities. <p>Parents/carers wishing to volunteer will be asked to notify their child's class teacher – you can either speak to the teacher on the door at drop off/collection or phone or email the school office and ask for a message to be passed on.</p> <p>If the school receives more offers to support than needed then those who regularly volunteer at Telford Infants and have a Disclosure and Barring Service (DBS) check in the school's name will be given priority.</p>
<p>Why can I not be with my child on a trip?</p>	<p>Wherever possible, volunteers are placed in their child's class, but not with their child. However, sometimes we may ask a volunteer to support in a different class to maintain the ratios needed to allow visits to go ahead.</p>

	<p>Experience has shown that some children do not respond positively when accompanied by their own parent in the environment of a school trip. This in turn has proven stressful for the parent and upsetting for their child and others in their group. For this reason we do not put parents/carers in the same group as their own child.</p> <p>Please note that occasionally children with SEND needs may need the additional support of their parent as well as their one to one Teaching Assistant to ensure that they are able to access an external visit successfully. The decision to allow this is based on a pupil's safety and wellbeing and is at the discretion of the Special Educational Needs and Disabilities Coordinator.</p>
<p>Do I have to pay for a trip?</p>	<p>In line with our Charging and Remissions Policy we usually ask for a suggested voluntary donation for to cover the cost of trips – admission fees, coach, insurance etc. If appropriate schools may subsidise educational visits but sadly in recent years school budgets have just not allowed this.</p> <p>No pupil will ever be excluded from any educational visit due to inability to pay however if insufficient funds are received to cover the costs of a visit then a visit may sadly have to be cancelled. Parents are welcome to make an additional contribution on Parent Pay, over and above the cost of sending their own child on a visit, should they wish to.</p> <p>The school uses a portion of its Pupil Premium grant to fund trips for children eligible for benefits related Free School Meals.</p> <p>Children with Special Educational Needs are of course always included on visits and if special provision is necessary then resources will be made available from their EHCP funding or the SEND budget.</p> <p>In the past several providers, eg. Warwick Castle, have not accepted family passes as part of their bespoke educational visits offer.</p>
<p>Why do I need to give consent for my child to attend a trip?</p>	<p>Although it is not statutory for parents to give consent for their child to attend an educational visit during school hours as a school we want to ensure that parents are happy for their child to engage with all the experiences that a visit may offer and that their parent is fully aware that they will not be on site during the timing of the visit.</p> <p>For parents who are not paying for their child to attend then they can either tick consent on Parent Pay or we have a hard copy of a Learning Visits Consent Slip for the parent to sign – hard copies can be obtained from class teachers or the school office or downloaded here.</p>

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