

Alexandra Primary School



Alexandra

Primary School

Aspire, Perform, Succeed

A policy to support the planning and preparation for education trips and visits

Author: J Norton
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1. Introduction

Educational trips, visits and learning off-site comprise an essential part of the school curriculum at Alexandra Primary School. Successful trips provide memorable learning experiences and enhance the children’s education in ways that are not possible in the classroom. Often children will have the opportunity to experience something new, or culturally significant, adding to children’s cultural capital.

The school is committed to providing school visits as a positive tool to develop pupils’ independent, investigative learning, and to build their experience of the local and wider world. All trips and events should serve to enhance and enrich the curriculum, providing children with memorable experiences that will aid learning about a topic or theme or help children understand more and remember more of the taught curriculum.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others’ health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities and in school events in order to ensure the health and safety of pupils.

2. Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Residential trips

School will also use this policy to plan visits and events in school.

3. Aims and expectations

Most classes in the school will have at least 2 educational visits each year, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorization from senior leaders. In addition to this, there may be additional trips arranged throughout the year, such as sports and music which are subject specific. All trips, visits and events are available to all children irrespective of needs, ethnicity, gender or religion.

4. Planning and Preparation for an educational visit

The school has an Educational Visits Co-ordinator (EVC) the Headteacher, whose role is to coordinate the planning and management of these activities. All off-site activities must be agreed by the EVC at least four weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year or term to enable office staff to book tickets and transport as applicable.

5. Procedure

A checklist and procedures for school trips can be found in the staff handbook, saved on the staff shared drive in the current staff handbook folder, procedures and routines section, see Appendix 1. The best practice should to be adhered to in the arranging of school trips is as follows:

- In consultation with class teachers, the year group leader or phase leader will book the entire trip on the agreed dates in conjunction with the School Business Manager (SBM)
- The cost per pupil will be calculated and agreed, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the schools google diary by the trip leader
- In cases where school lunches are affected, kitchen staff must be informed by the SBM or school office. Parents may request a school packed lunch; the kitchen must be given numbers for packed lunches a week in advance
- A risk assessment must be completed for every trip.
- Class teachers will inform parents in advance of dates for school trips via information in class curriculum plans with further specific details sent in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).

- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- Letters informing parents of the trip will be drafted by the trip leader and sent via the school office
- If appropriate, payments will be made directly via ParentPay
- A voluntary contribution will be asked for from parents / carers.

6. Risk Assessment

A full risk assessment must be completed by the trip leader two weeks prior to a trip, using the school's 'Educational Visits Risk Assessment form' risk assessment template. More information can be found on staff shared in the Trips and events folder, proforma and trip planning folder. An example of a generic risk assessment form can be found in Appendix 2. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the center to be visited, risk assessments completed by colleagues who carried out the same trip and / or the generic risk assessments available on staff shared in the Trips and events folder. Places of safety at any stopping off point should also be noted – see Appendix 3.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and must be shared with all supervising adults beforehand.

All risk assessments for trips out of school should be uploaded online via Hounslow's reporting system and the relevant Trip Notification details completed. Once completed, it must be approved by the school's EVC or SBM.

Where trips into higher risk areas are taking place, the risk assessment must include procedures in case of an emergency including places of refuge and alternative routes back to the school e.g. Alternative arrangements (in relation to a major incident):

- All adults aware of alternative travel plans – see appendices
- All adults aware of local schools / hotels / safe places – see appendices
- Children to bring extra bottle of water and a snack (for delay)
- Adults to receive a pack containing all contingency plans and contact details
- Adults with mobile phone to have BBC news alerts and access to google maps
- In the event of an incident all staff and pupils to follow venue's own Lockdown / Emergency procedure.

7. Parental consent

School will ask parents for consent for each trip for their child to attend. School will provide all the details by letter, text or email that parents require to make an informed decision as well as any payments requested.

Parental permission is essential for:

- Trips requiring public transport / coaches
- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Nursery trips
- Trips that take place outside of school hours

8. Ratios

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and / or permission has been given by the Headteacher.

- Reception classes - 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:10 or 1:15 for walking to events at local schools or swimming
- Adventurous activities -1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan (EHCP) is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

9. Residential trips

Residential visits enable children to take part in outdoor and adventure activities as part of their PE work as well as having links with PSHE and other curriculum areas. The experience extends children's learning beyond the classroom and living away from home can help to foster their social maturity, responsibility, resilience and independence alongside building lifelong memories.

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment / clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. Where possible, the school will ensure that adults of each gender accompany the children on residential visits.

10. Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via the ParentPay. Further information can be found in the [Charging and Remittance Policy](#) located in statutory documents on the school website.

In the case of trips within London, class teachers will always seek to use public transport, which is free for school children, unless there are good reasons not to.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. For example, children in receipt of pupil premium grant funding. Parents are encouraged to speak to the Headteacher to discuss payment options.

11. Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for Alexandra Primary School. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip to gain the maximum benefit from the opportunity as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

12. Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers will be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid training
- For EYFS trips, at least one pediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner / group / adult helper
- Volunteer parent / carer helpers are required to show photo ID to the office manager two weeks before the trip and cannot be left unsupervised at any time with children (unless they are regular volunteers in school and have had a DBS check)
- Volunteer parent / carer helpers are required to sign a trip volunteer agreement form which states the appropriate code of conduct
- All children should be wearing school information wristbands at all times while off site.
- Photos must only be taken using the school camera; no photos or recordings to be made on personal devices/mobile phones
- Risk assessment must be shared with all supervising adults
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and their mobile number provided which will be held by the trip leader
- Any emergency contact numbers that have been taken on a trip will be shredded on return
- When walking along a pavement, children must be in a line in pairs or single file if necessary, with teaching staff at the front and rear, and other adults on the outside closest to the road
- Regular headcounts to be taken

13. Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while

other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube / train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 5 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents. The trip leader will contact the police, providing as much information as they know.

Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the headteacher and SLG will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

14. Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Behaviour Policy
- Charging and Remissions Policy
- Data Protection Policy
- Health and Safety Policy
- Safeguarding Policy
- Teaching and Learning Policy

This policy will initially be reviewed at least every two years by the Teaching and Learning committee but changes may be made more frequently, for example when:

- There has been a significant change in staff or pupil intake;
- There have been changes in National Curriculum requirements;
- New information has been made available affecting an aspect of the policy, for example, health and safety.

The school welcomes any feedback or recommendations regarding the content of this policy. A copy of this policy is available to all staff and parents and is published on the school website.



All educational trips and visits however local should have a risk assessment completed at least 14 working days in advance of the trip. If the trip is a residential or involves water the risk assessment should be completed at least 1 month before departure.

All risk assessments should be recorded on the following online system:

<https://hounslow.info-exchange.com>

Insurance will be required for all children leaving the site – this will be automatic on completion and approval of the risk assessment. The existing Risk assessment proforma will still need to be completed and uploaded. Once assigned, the Head Teacher will authorise and only then can the trip occur. Teachers should retain copies of the risk assessment for themselves and to share with accompanying adults.

This is a checklist to help staff plan and organise their trips.

Please check

- Teachers decide on the purpose of the educational visit using the document -Questions Relating to 3I's on the curriculum saved on staff shared, curriculum planning 7 curriculum questions which is copied to JN – see Appendix 4.
- Class teacher, Year group leader and member of SLT discuss venue and date. Please check the dates for the term via the school calendar and Karen. (Please note if there is another trip already booked try and find another date and plan trips early in a term and across the year ensuring that July is free)
- Venue and associated workshop and transport costs confirmed
- Inform Carla of the date, time, cost, if school meals need to be cancelled or free school meals need to be ordered
- Check cost per child with John
- Ask Karen to book a coach, or sort out other transport arrangements e.g. booking London Transport ask Sue (remembering this has to be done well in advance)
- Write letter to parents informing them of trip and costs. Ask for written permission for their child. Ask parents for a voluntary contribution. Ask Max to set up parent pay for this trip **before** you send the letter out
- Email the office the parent letter
- Ask for parent helpers and note names for Risk assessment forms.
- Year teams must decide upon and contact parent helpers for each trip in advance and send a list to the office
- Risk assessment must be shared with all relevant people
- Permission slips will be returned to the school office
- Inform all helpers about the details about the trip, discuss expectations for learning, behaviour, exchange contact details etc.
- Collect first aid kits and other resources e.g. sick bags from Miss Carla on the day or before the trip. Leave a mobile number with school office. Check details of the coach.
- Take a mobile phone with you. Take emergency contact forms with you
- Leave a list of all children and adults actually attending in the school office, if travelling on more than one coach, identify which coach they will be travelling on e.g. Red class on coach number 1

If in doubt – please ask your Year group leader or a member of SLG

Appendix 2 – Risk Assessment Example

Location: O2 Arena

Date: 04.05.22

Visit by: 30 Y4-6 Choir members Group Leader: DHT

Additional adults: 4 (names)

In addition there is a separate risk assessment from the venue in staff shared>trips and events>choir>2022 with further information specific to the venue.

	HAZARD	WHAT IS AT RISK?	CONTROLS	FURTHER ACTION NEEDED	LEVEL OF RISK
A	Walking children to the coach to be collected in Kingsley Road Children to be ready to depart school at 12.30pm on Wednesday 4th May	Children and adults	<ul style="list-style-type: none"> Teacher at front & back. Other adults spaced along line of children. Keep children away from kerbs. Adults & children to be aware of obstacles on path e.g. bin bags Remind children of green cross code Supervise crossing of roads 	No	Low
B	Coach journey Coach to depart White Bear Pub at 12.30pm on Wednesday 4th May Coach to depart O2 arena at 8.45pm on Wednesday 4th May.	Children and adults	<ul style="list-style-type: none"> Ensure at least one mobile telephone on the coach plus one set of telephone numbers – relevant mobile numbers & school. Class lists of children attending visit on coach, in school office, & emergency contact person. Sick-bags, bucket and water in coach. First Aid kit and First Aider present in coach Adults spaced out in the coach. Adults undertake head count before any departure and check that seat belts are tight. Children seated, forward facing, talk to partner only. Seat belts on. No children to sit in the front row seats or in the middle seat on the back row. 	No	Low
B	Coach journey - contingency plans in event of breakdown	Children and adults	<ul style="list-style-type: none"> Party leaders to liaise with school, centre, coach driver and / or coach company. Mobile phone carried. Children and adults remain seated on coach, unless need for emergency evacuation e.g. vehicle on fire or at serious risk of fire, serious risk of being hit by another vehicle Party leader contacts traffic police if vehicle is judged to be stationary in a dangerous location Coach company arranges to dispatch rescue coach unless broken coach can be safely repaired within a reasonable time. Children and adults kept as comfortable possible e.g. ventilation, comfort breaks, refreshments, etc. On arrival of rescue coach, children and adults disembark and join new coach. Adults remove luggage and all other items. Head count check of all party members by party leader before leaving. 	No	Low
	Travel sickness	Children and adults	<ul style="list-style-type: none"> Parents asked to assess level of risk for own child and provide medication where required. Remind children to take medication before departure and as required 	No	Low

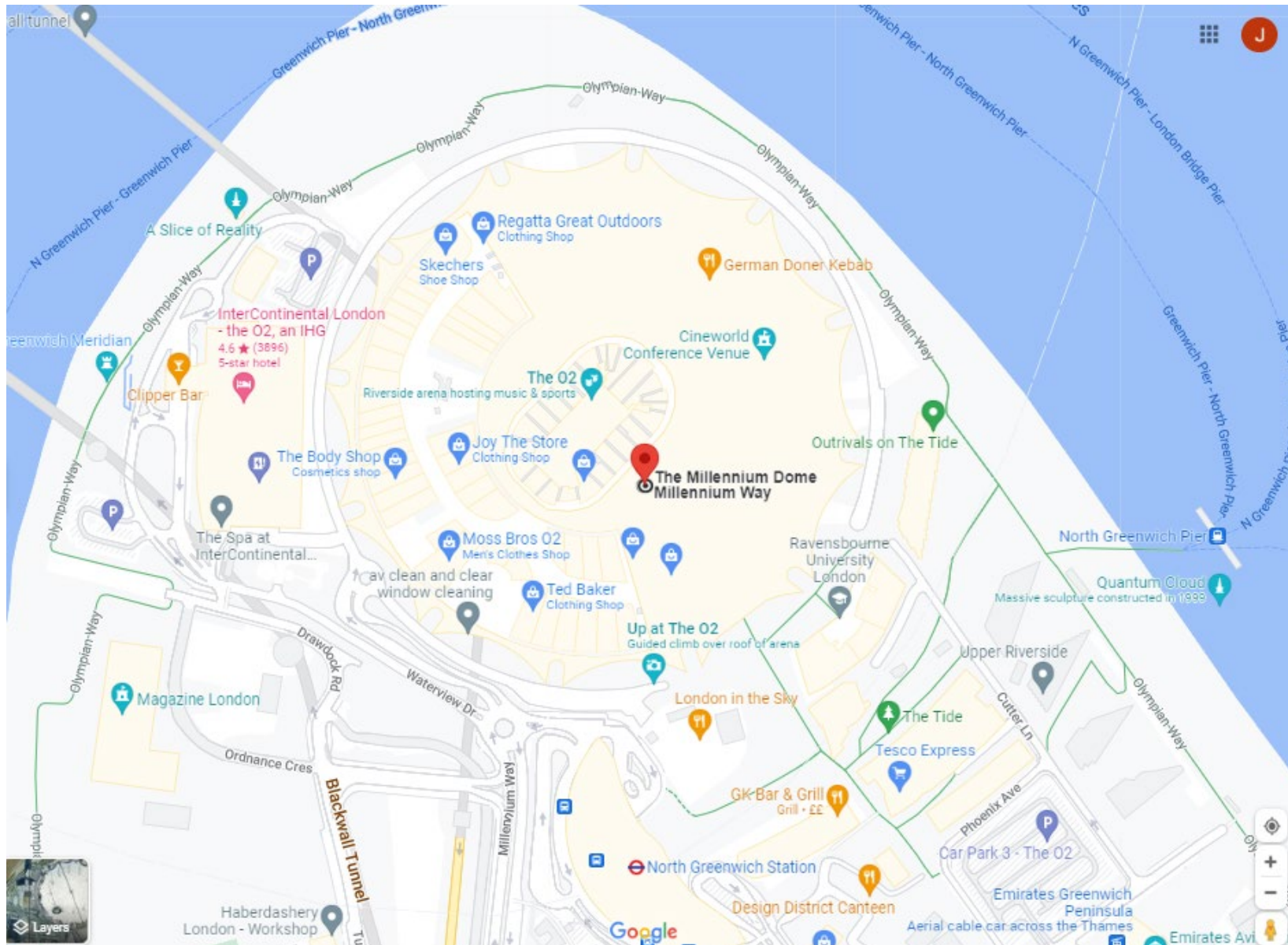
			<ul style="list-style-type: none"> Sick-bags, bucket, water, tissues and hand gel on coach Travel sick chn near the front of the coach 		
C	General on site	Children	<ul style="list-style-type: none"> Groups of 10 children with one adult to move around site together. Adult supervision for groups to and from sessions, to and from toilets and at lunch time. Adults, frequent head count of children assigned to group. Ensure the children know about the expected behaviour at the O2 arena (low voices, staying in line, keeping with the adults and listening to instructions). <u>Set expectation of excellent behaviour prior to visit.</u> Ensure children walk sensibly around the arena and follow instructions. Ensure children remain seated during the concert unless asked to stand. Children do not leave group at any time. Children go to the toilet in groups on arrival, at breaks during the afternoon and evening and before departure at the O2 arena. If children need to go at any other time, the whole group goes with allocated adult. 	No	Low
C	General on site, including risk of access to open water between sessions	Children	<ul style="list-style-type: none"> Remind children and adults of water dangers and blue cross code for water safety. No child to be unsupervised by open water - open water out of bounds to all children. 	No	Low
	Walking up stairs	Children and adults	<ul style="list-style-type: none"> Walking, holding on to hand rails, no leaning over. 		Low
	Touching displays/exhibits	Children	<ul style="list-style-type: none"> <u>Set expectation of excellent behaviour prior to visit and how to behave and use exhibits</u> Remind children not to touch any exhibit unless instructed by an adult. Wash hands before eating. Close supervision by adult on all exhibits. 		Low
	Lost children	Children	<ul style="list-style-type: none"> Children to wear APS wristbands with school number on them. Adults frequently check the numbers of children. Children to check for one another (buddies). Inform children of meeting point if lost. (Decided prior to splitting into groups). Main entrance of O2 arena near the escalators. Revise stranger danger with children. Inform children of uniform of O2 staff. Adults have mobile telephones and switched on to receive any phone calls from adults on the trip. Adults contact information point and contact party leader. 		Low
C	Procedures for pupil activities	Children and adults	<ul style="list-style-type: none"> During activities staff from the school will enforce the rules with regard to health and safety and behaviour. Full supervision at all times Safety talk prior to every activity Follow any height restrictions 	No	Low
D	Illness, including allergies	Children and adults	<ul style="list-style-type: none"> Asthmatic children to carry their inhalers with them all day. All adults to be aware of children's allergies. If child develops reaction, or falls ill, seek advice from APS first aiders and if further treatment needed, take child to medical centre on site. 		Low

			<ul style="list-style-type: none"> • Call 999 if swelling or difficulty breathing causes concern. 		
E	Weather conditions	Children and adults	<ul style="list-style-type: none"> • Clothing list to cover all outdoor activities including suitable footwear and waterproofs. • Appropriate clothing is taken for adverse changes in weather. • Weather forecast is checked leading up to and on trip 	No	
E	Hay fever sufferers	Child	<ul style="list-style-type: none"> • If hay fever develops, seek advice and treatment from first aiders and the medical centre on site. • Party leader to carry contact details of all children to contact parents if necessary. Party leader also has mobile telephone. First aiders also to have mobile phones. 		Low
E	Behaviour issues, e.g. – children getting lost, not respecting other members of the public.		<ul style="list-style-type: none"> • Adults to use a prior agreed hand warning signal to children in list regarding any potential behaviour issues. • Children to have reminders and praise throughout the day regarding behaviour. • JM to set out expectations to those identified prior to departure. 		Low
	EAL children – getting lost, not understanding verbal instructions		<ul style="list-style-type: none"> • Children to be focus child for group leaders • Children to wear school identity bands and taught to show bands • Adults to repeat instructions with gestures to clarify meaning 		Low
	SEN children – misunderstanding instructions, getting lost		<ul style="list-style-type: none"> • Children to be focus child for group leaders • Children to wear school identity bands and taught to show bands • Adults to repeat instructions with gestures to clarify meaning 		Low
F	Medical needs - individual needs		<ul style="list-style-type: none"> • All adults to be aware of who designated first aider is. • First Aiders to have copy of relevant care pack. 	First Aider to gather any medication to be taken on the trip and responsible for issuing inhalers	Low
F	Asthma	Children and adults List of children:	<ul style="list-style-type: none"> • Inhalers checked before departure (full) • Children checked to be carrying inhalers for all activities at all times. • Staff know who asthmatics are and to check inhalers have not been lost during activities. • Inhalers kept on side of bed at night in case of emergency. 	No	Low
G	Food allergy	Children and adults List of children:	<ul style="list-style-type: none"> • Identify known food allergies with children/parents and adults. • Children to be reminded not to share food or have food containing nuts. • All supervising adults to be aware of children who have food allergies, what they are allergic to and if epipen is required. • Epipen to be held by the child's supervising adult • Strict supervision during meal times to ensure food, including packed lunches, are not shared • If snacks are provided by school/venue, a suitable replacement to be provided for children with allergies or intolerances if necessary 	No	Low
H	Medical Conditions	Children & Adults List of Chn and medical condition:	<ul style="list-style-type: none"> • All supervising adults to be aware of children who have medical conditions if appropriate • First aiders to carry any medications required 		

I	Specific needs of children and adults	Children and adults	<ul style="list-style-type: none"> Behaviour – children to be spoken to before trip and reminded of expectations, rewards and sanctions. Close monitoring of behaviour. Children to be reminded that the Head teacher and parents will be contacted to collect them if behaviour is an issue. 	No	Low
J	Sun exposure	Children and adults	<ul style="list-style-type: none"> Discuss safe sun exposure with children and adults prior to departure and again at frequent points during the trip as required - hat, sun cream (self-applied), cover-ups sleeves. Bottles of water carried. Minimise exposure to sun during middle of the day. Students to use only their own sun cream or (if carried by the school or shared with a friend) that it is a brand that does not contain nut extracts, which would affect those with an allergy. 	No	Low
K	Minor injuries during activities	Children & adults	<ul style="list-style-type: none"> First Aider available with First Aid Kit. 	No	Medium
L	Severe injuries or illness	Children & adults	<ul style="list-style-type: none"> For children. In the event of a child being hospitalised, accompanied by an adult. Adult contacts school emergency named person and named person or adult contacts parents. Adult stays with child until released from hospital or parents arrive or until they are repatriated if applicable. Adults return to centre by taxi or Centre transport. For adults. The pupil to adult ratio exceeds expectations from centre and LA guidance. If an adult from school is unable to remain with group, replace by adult from school. 	No	Low
M	Returning children to parents	Children	<ul style="list-style-type: none"> Register of departing children with parents completed. 	No	Low
N	Children using public toilet	Children	<ul style="list-style-type: none"> Adults to supervise toilets Children to be warned not to talk to strangers Children supervised washing hands 	No	
O	Alternative arrangements (in relation to a major incident)	Children and adults	<ul style="list-style-type: none"> All adults aware of alternative travel plans – see appendices All adults aware of local schools / hotels / safe places – see appendices Children to bring extra bottle of water and a snack (for delay) Adults to receive a pack containing all contingency plans and contact details Adults with mobile phone to have BBC news alerts and access to google maps In the event of an incident all staff and pupils to follow venue's own Lockdown / Emergency procedure. 	No	Alternative arrangements (in relation to a major incident)
P	In case of an emergency or evacuation	Children and adults	<ul style="list-style-type: none"> Children to be prepared beforehand by adults to ensure they are calm and follow instructions in case of an emergency and/or evacuation. Teachers to speak to their classes before departure. Jo Mansfield and / or Kat Hounsell will call through to school if there is anything to report. Meeting point will be told on arrival in case of evacuation. Places of safety information shared with adults 	No	Low
Q	Alternative travel options considered if necessary	Adults and children	<ul style="list-style-type: none"> Alternative travel arrangements are noted, bus routes or tube routes to and from school and associated places of safety noted at each point. etc. 	No	Low

Appendix 3 – Places of Safety

Places of safety near the O2 Arena include: The Intercontinental Hotel, Ravensbourne University



Intent, Implementation, Impact:

Considerations for Planning Educational Trips or Educational visitors

When planning curriculum activities e.g. lessons, trips or visitors in, consider the following questions:

- Why are we doing it?
- How does it relate to the National Curriculum or the Early Years Curriculum?
- How does it link to or build upon previous learning or skills learnt this year, last year, previous key stage?
- What learning will happen next?
- How will it impact on their learning?
- What do they remember now? What will they remember following the activity?
- How will this activity allow for progression?

Learning more, remembering more