



HOLMWOOD HOUSE

EDUCATIONAL VISITS FOR EYFS CHILDREN

INFORMATION FOR PARENTS

INTRODUCTION

Holmwood House School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. All of our visits for this age group are local.

OUR VISITS

Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by their teacher or teaching assistants who holds a level 3 statutory qualification (as defined by the Children's Workforce Development Council). They always take a mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

Staff Ratios and Responsibility

We operate a staffing ratio of 1:8 (but often we voluntarily opt for a lower number) for all off-site visits involving children in our Reception classes. There is always at least one teacher, one of whom will have been designated in charge of the visit. Our normal class size is 18, so the teacher/s are accompanied by 2 qualified teaching assistants. One of the teaching assistants is qualified in paediatric first aid. We may occasionally invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

Nursery

See separate policy – Educational Trips by EYFS (Nursery)

Reception

We arrange for regular short walks within the extensive school grounds. The children's creative experiences are expanded by visits, e.g. to a local farm or supermarket. During the summer term, they join the Pre-Prep for a seaside visit.

Regular walks are conducted throughout the year to witness the changing seasons and a weekly Forest School session takes place in designated areas on the school site.

KEEPING YOU INFORMED

All parents of children in the Early Years Department are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. Your son's or daughter's school calendar lists the visits that are due to take place over the coming term. We will send you a letter well in advance seeking your consent and telling you about every visit and whether it involves an extension to the normal length of the school day.

CONSENT

We require your written consent every time that we take your son or daughter off-site. Please note that we are unable to take your son or daughter without a completed and signed consent form, which includes details of where you may be contacted in an emergency. We are not allowed to use "blanket" consent forms for this age group. A consent form will be sent to you well in advance and must reach the school at least 3 working days before the visit.

The Board of Directors understand it is their responsibility to oversee, monitor and review this policy and to ensure its implementation.

Reviewed by: _____ **SJH/FCT/AJM** _____

Date: April 2017