



# **ST MARY ABBOTS SCHOOL SCHOOL JOURNEY POLICY**



## **CONTENTS**

- 1. Introduction**
- 2. The Aims**
- 3. The Objectives**
- 4. Health and Safety**
  - a. General Organisation**
  - b. Medical**
  - c. Fire Drill**
  - d. General Supervision**
  - e. Travel**
  - f. Risk Assessment**
- 5. Personal Social and Health Education**
- 6. Equal Opportunities**
  - a. Finance**
  - b. Medical Grounds**
  - c. Diet and Culture**
  - d. Special Education Needs**
- Appendix I**
- 7. Programme**

## **1. INTRODUCTION**

Each year in accordance with the traditions at St Mary Abbots School and the National Curriculum requirements, every child in YEAR SIX is expected to take part in the Annual School Journey. Over the past years, this journey has been for five days to Sayers Croft, Ewhurst, Surrey. At present, the journey normally takes place in November.

Parents are kept fully informed of all arrangements made for the school journey and are consulted about any special arrangements required for their child.

## **2. THE AIMS**

- i. To give children the experience of being away from home, perhaps for the first time, in a safe and secure environment. (PSHE & Citizenship)
- ii. To give the children first hand experience of some of the more practical elements of the National Curriculum, particularly in Geography and Science and PE (outdoor pursuits).
- iii. To give the children an increased responsibility for themselves, their actions and their actions towards each other. (PSHE & Citizenship)
- iv. To give the children a taste of independence whilst being within a secure group. (PSHE & Citizenship)
- v. To encourage greater social interaction amongst their peer group and interdependence. (PSHE & Citizenship)
- vi. To develop a real sense of community and pride in their school, and to become a responsible Junior Citizen. (PSHE & Citizenship)

### **3. THE OBJECTIVES**

To achieve the above aims, various objectives must be set out. These are:

- a. A full and balanced programme of events and activities planned by the Year 6 teacher in consultation with the Deputy Headteacher, Headteacher and educational staff at Sayer's Croft.

In preparation for the journey, the children are given appropriate background information and certain tasks to help them get the best out of the trips and activities arranged. The Year 6 teacher ensures that the National Curriculum requirements are fulfilled.

During the time away, the children are expected to keep notes about the key places visited. The work periods whilst away are generally led and supervised by the Year 6 teacher accompanied by another member of staff. Some of the places visited include an on site expert, thus enabling the children to gain more knowledge and understanding of a concept relating to a specific curriculum/subject area.

- b. Social activities are also planned to encourage the children to mix and work together.

### **4. HEALTH AND SAFETY**

The health and safety of the school journey party is of prime concern at all times. Insurance cover is taken out beforehand through the Royal Borough of Kensington and Chelsea, using their standard insurance procedures.

- a. General Organisation  
The party is always led by an experienced member of staff, either the Year 6 teacher or a teacher who knows the children well or a member of staff from the centre. A teacher and another member of staff or a parent also accompany the school journey party.

b. Medical Needs

Medical forms are filled in prior to the School Journey. Any necessary medicines are collected in, with an indemnity form and instructions, on the day of departure. All instructions are strictly carried out. Any additional medicines (in case of colds) will not be given unless a doctor or a nurse at the centre has prescribed it, with reference to the medical forms. This also includes any necessary dental work required.

In the event of an accident the appropriate action will be taken by the teacher in charge and parents or guardians are informed through the Headteacher.

All dietary forms are completed by the parents and given to the Year 6 teacher. The centre is informed of any specific requirements.

c. Fire Drill

On the first day of arrival a fire drill takes place at Sayers Croft. The children will have already been shown their fire exits. Fire doors are fitted in all dormitories and are kept closed when not in use.

d. General Supervision

The children are supervised by at least two adults all the time. Dormitories are checked regularly and the staff are always on call, including night times.

A first aid box is carried at all times, along with appropriate medicines needed whilst the party is away from Sayers Croft Centre.

e. Travel

Coaches used for the school journey are hired through the Royal Borough of Kensington and Chelsea, according to local council policy. The coach is fitted with seat belts for every passenger.

f. Risk Assessment

Copies of the Risk Assessments carried out at Sayers Croft are seen by the Year 6 teacher and a copy is kept on file. The Headteacher completes a Risk Assessment via Evolve and this is sent to LA for 'authorisation.'

## **5. PERSONAL, SOCIAL & HEALTH EDUCATION & SOCIAL EDUCATION**

The school journey provides an ideal arena for personal, social and health development as stated in the aims. It gives opportunity for children to work in groups and to participate co-operatively and productively. Whilst working in groups, they experience a variety of social roles including partnership, co-operation, leadership and responsibility and teamwork. They learn to respond to the initiatives of others, and what it means to share a common purpose.

The secure group that the school journey party provides enables each child to develop greater independence whilst away from home.

During the school journey period children are encouraged to show respect for other pupils and adults, other cultures and religions and other people's property. They are also encouraged to consider how their actions may affect others. The children are expected to behave politely towards each other and to those whom they may meet whilst away.

## **6. EQUAL OPPORTUNITIES**

a. According to the school web site re: charging policy, no child is excluded from the school journey on the grounds of inability to pay. If necessary, the school may contribute towards the costs of travel and educational visits. In determining eligibility for a school journey grant the Headteacher will either \*meet with parents to discuss family circumstances or parents receiving the appropriate benefits;

- Income Support
- Income-based Jobseekers Allowance
- Pension Credit Guarantee Credit (the 'guarantee credit element')
- Child Tax Credit (NOT WORKING TAX CREDIT) and have a family income of below 316, 190 as assessed by HM Revenue & Customs

Evidence of the above allowance will need to be provided, which is then discussed with the Headteacher in the strictest of confidence.

\*Low income families who are not in receipt of benefits or families who have more than one child attending trips/school journey will also be considered.

The Headteacher will meet with the Finance Committee at the earliest possible date to discuss (in the strictest of confidence) all applications for a school journey grant. Once calculated the financial implications to the school budget will be reported to the Finance Committee for approval.

- b. No child has been excluded on medical grounds, nor would they be, unless on advice from their own doctor or the school's medical officer. Providing the Governors, Headteacher and leader of the school party are happy with the arrangements made, including any necessary training, the child will take part in the school journey.
- c. Children with special diets are noted and Sayers Croft is fully informed of any special dietary needs at least two weeks prior to departure.
- d. All children, but particularly those with special needs, are nurtured within their groups. Those with special educational needs are put with either their class teacher or an adult who knows them well and their area of need. Within their own capabilities they are expected with help and encouragement, to produce comparable work.

The school journey is considered by the school to be an extremely important part of the children's education. It prepares them for secondary school, develops their independence and teaches them to be part of a community. It is therefore given a high priority in the Autumn Term of the child's final year at St Mary Abbots School.

**Prepared by: N Doyle - Headteacher**

**Approved annually by the Governors: Autumn Term meeting**