



# IBSTOCK PLACE SCHOOL

## Information for Parents about visits

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### **Early Years Foundation Stage**



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#### **Introduction**

Kindergarten 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 – most last only half a day. We do not take Kindergarten children on overnight or foreign visits.

#### **Our Visits**

##### **Supervision**

Sound 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 and a Classroom Assistant who holds a level 3 statutory qualification (as defined by the Children’s Workforce Development Council). Staff always take a mobile phone with them. The children are briefed in advance about the standards of behaviour which we expect.

##### **Staff Ratios and Responsibility on visits outside the school grounds**

There is always a designated Teacher in charge of the visit. At most there are 8 children with an adult when participating in off-site visits. This is wholly dependent on the nature of the outing and can vary considerably. We frequently invite parents to volunteer to help with off-site visits thus reducing the numbers of children with an adult. Volunteers, with the CRB check, are thoroughly briefed about their roles beforehand. The Teacher and Assistants are qualified in paediatric first aid.

##### **The Nursery**

We do not take our Nursery children off-site during the first half of the Autumn term. They need time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor play in the Nursery Department’s well-equipped, secure outdoor play area. Children in the Nursery are taken by their Teacher and their Assistant on a weekly nature walk inside the school grounds, where they are encouraged to collect conkers, autumn leaves, scramble over fallen logs and watch the wild life.

## **Reception**

By the time that the pupils move to Reception, children are ready for more excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. During the year, they will for example, visit a variety of local shops.

The childrens' creative experiences are expanded by visits to the Polka Theatre at the end of the Autumn term. During the summer term, other curricular visits are organized.

## **First Aid Kit**

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone with her on every outing. Bottled water is carried on all our visits whether on foot or requiring a coach.

## **Keeping you Informed**

All parents of children in the Kindergarten are invited to a 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. The calendar lists the visits that are due to take place over the coming term. We shall send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

## **Delay**

The Teacher in charge will ring the School if there is any delay, for example, because of heavy traffic. The School Office has copies of all EYFS permission slips and will telephone the parents to warn them of a delay.

## **Use of Private Cars**

It is School policy never to transport Kindergarten pupils in private cars belonging to staff.

## **School Minibuses**

No staff member is allowed to drive the school minibus unless she/he has qualified as a minibus driver. For any minibus journey that involves Kindergarten children, there should always be a second member of staff.

## **Personal Liability and Insurance**

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)) is required reading for all Teachers in Charge of Kindergarten visits as part of their training in the responsibilities of the role. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances."

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that IPS School, as the employer will stand behind staff in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

IPS School has £10 million of Employers' Liability Insurance and £10 million of public liability insurance, [as well as a group travel policy that covers any visit made by the Kindergarten Department. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money].

### **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. 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 two working days before the visit.

M. Smith

November 2009