

TRIPS POLICY

1 INTRODUCTION

- 1.1 Educational trips and visits are very beneficial for the students who take part in them, enhancing understanding of the curriculum and providing personal development opportunities which may not always be afforded to students within the classroom. Many staff give up considerable time to organise and supervise such trips, taking on extra responsibility in doing so. However, there is significant impact on other subjects in terms of lesson attendance and lesson planning, and on the students themselves in terms of lessons missed in other subjects.
- 1.2 This policy sets out the parameters within which curriculum team leaders may organise post 16 trips and visits from September 2009.

2 APPROVAL OF TRIPS CRITERIA

- 2.1 Each subject is permitted to take their post 16 students out of school for a maximum of 3 school days in each academic year (ie 3 days for Year 12 students; 3 days for Year 13 students). Subject areas may choose to combine their Year 12 and Year 13 allocation in order to permit 5 day residential visits to take place. They should note, though, that this will leave only one day for other visits to take place within that subject over the two years of the course.
- 2.2 In addition, any subject may take students out of school for a whole morning/afternoon/part of a day where the students will miss only lessons in that particular subject.
- 2.3 Departments may extend any trip into a weekend/school holiday without restriction.
- 2.4 No trips will be permitted after Term 4, although proposals for trips for Year 12 students in July will be considered.
- 2.5 All requests for trips must continue to follow normal school procedures but must also be approved by the Director of the Centre at the initial planning stage.

Agreed by Staff	Agreed by Students	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
30 APR 2009	N/A	30 APR 2009	3 YEARS	23 JUN 2011	26 SEP 2013		
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed