



THE VALLEY SCHOOL

GETTING OUT IN THE COMMUNITY

“Learn to Believe – Learn to Achieve”

“Different for Different”

If you want to go off site or do something that is different from what it says on the timetable, we want to help you to make it happen. There is a detailed and comprehensive policy and you are expected to have read it and considered how to meet the requirements, but Learning Leaders and SLT have put together a shorter guide to make it less complicated – we hope this helps.

Step One

- Fill in a **green form**. You need to give us **enough information** for us to decide whether we agree that it is a good thing to do. We almost never say no – unless there is a clash with something else that will make it unworkable, or it will put too much financial pressure on parents/carers and there is not enough time for them to plan in advance.
- Consider how much it will cost, how many staff it will need and why you want to do it. You will need to know where the money will come from and the budget holder needs to have agreed too.
- Before handing it to Kellie, it must be checked by your Learning Leader.

Step Two

- SLT will consider all forms on a Friday morning (so get them in well in time) and will give one of 2 responses
- APPROVED IN PRINCIPLE (we want it to happen, although there may be more to do before it is fully approved)
- NOT APPROVED (reasons will be given and suggestions of an alternative way/date)

If it is **APPROVED IN PRINCIPLE**, there are 3 possible routes

Step Three – ROUTE 1

- **NO FURTHER APPROVAL NEEDED**
this is usually where the trip is local, with no excessive costs, and can be staffed by those who are already expecting to be with the pupils involved. It may benefit from simple staffing swaps, that are easy to arrange without compromising any other teams, but these must be agreed with Learning Leaders and must take account of overall responsibilities

- **HOWEVER – you will still need to consider any of the following that are relevant:**
 - Lists of pupils/staff for reception
 - Details of any visitors/timings to reception
 - Book packed lunches for any pupils who have school dinner
 - Book school vehicles
 - Prepare pupils for any additional footwear/coats etc
 - Medication
 - Individual risk assessments (IRA) for any pupils that you consider may find the activity challenging
 - Swap duties with other colleagues
 - Room booking

- **ONCE YOU HAVE COMPLETED THIS STAGE** – the green form approval will cover similar trips in the local area throughout the whole year.
 - You will need to re-visit IRAs to ensure that they are still fit for purpose

Step Three – ROUTE 2

- **COMPLETE SECTION B (red form)**
this is usually where the trip is more complicated and may need more information and more extensive planning. It may have cover implications, costs that require voluntary donation from parents/carers, more complex risk assessments and/or letters to parents/carers.
- You will need to work directly with your Learning Leader and Graham to ensure that everything on the form has been considered and resolved. This must be **completed and agreed** at least one full week beforehand, so you will need to get on with it quickly.
- If letters are needed, these will need to go out long before this process is finished. If you are asking for financial contributions, we must give families due warning. Small amounts can be requested 2 weeks before, but significant amounts must be several weeks/months in advance
- **YOU MUST CONSIDER everything in ROUTE 1 plus any of the following that are relevant:**
 - Text for letters to parents – send to Kellie for heading and formatting. **No letters** can go out without being fully checked for content and accuracy
 - Create account for payment
 - Plan route
 - Emergency/contingency plans

- Staffing requirements/cover implications
- Cover work
- Check IRAs for specific activity
- Taxi implications
- Catering/refreshments inc crockery
- Assistance required from site staff
- Signing in/out sheet
- Resources
- Additional equipment

Step Three – ROUTE 3

- **COMPLETE SECTION B with an EVOLVE**

this is usually where the trip is more complex because it is further away, extends beyond the school day, has more inherent risks and/or has more significant staffing implications or financial risks

- **YOU MUST CONSIDER everything in ROUTE 1 and 2, some of which is planned and recorded using the online system called EVOLVE:**
 - Lists of pupils/staff must be created using a form called OV8 (ask your LL, Kellie or Graham) as this includes emergency contact information
 - Generic risk assessments must be edited to fit the specific trip
 - SLT Emergency contact must be identified (usually Corina)
- All details on EVOLVE have to be minutely checked and approved by both Graham and Corina, so **MUST** be completed in good time. You should aim for completion at least 2 weeks before the event.