

Educational Visits – Information for Parents/Carers

Highgate aims to offer a wide variety of educational visits to pupils at every stage of their time in the school. These are organised to support the taught curriculum, as well as to broaden pupils' experiences through activities and events they might not have otherwise been involved in.

This policy outlines the procedures in place at the school, how information about trips will be communicated to parents/carers and how consent for certain educational visits can be given.

1. Procedures & Structure

Each part of the School (SS, JS, PP) has at least one member of staff responsible for educational visits, with two trained Educational Visits Coordinators (EVCs) in the Senior School overseeing the procedures as a whole. The member of staff in each School is responsible for overseeing the value, timing and organisation of all visits. The safety and welfare of pupils whilst on educational visits is the highest priority and all visits are conducted in accordance with ISI's most recent guidelines (September 2016, para 164-167), whilst also considering guidance from DfE and other relevant bodies.

2. Communication

The school will aim to give parents/carers as much notice of any visit as possible. Contact may be made via the school office on behalf of the organising teacher by email or letter, although increasingly notice of an upcoming visit will come through the parent portal. Details of many visits will also be published in the arrangements diary and longer visits will also be entered into the forward planner on the parent portal.

3. Consent

If a visit is to be conducted during normal school hours, is a normal part of the child's education and does not involve any activity that requires a higher level of risk management, then consent from parents/carers will not normally be sought. Full details of the visit will however be published to parents/carers in advance as mentioned above.

For visits that do not meet the above criteria (for example evening events, residential trips or ones involving certain physical activity), or at the discretion of the organising member of staff, parents/carers will be required to give their consent for their son or daughter to take part. This may be via a paper consent form to be returned to the school office, or more likely by giving consent online via the parent portal. The front page of the parent portal will make users aware that a consent is pending and an email reminder may also be sent.

If you are having problems with the parent portal, please get in touch with the school office: developers@highgateschool.org.uk

4. Medical Details & Dietary Requirements

When taking educational visits, staff will carry with them any medical details or dietary requirements of the pupils in their care. These details will be taken from the information the school holds and so parents/carers are encouraged to ensure this is kept as up to date as possible.

This document is intended as a brief summary of the aspects of the School's Educational Visits Policy that are considered to be of most relevance to parents/carers. The full policy can be obtained by contacting the Head's Secretary: Alice.Dickens@highgateschool.org.uk