



Science handbook...organised visits policy

Introduction

The department encourages educational visits which would support and enhance achievement in Science. Such visits should be planned well in advance following the procedures laid down in the school handbook.

In brief the following procedures should be followed

- **Impact of visit on whole school (AKIA procedures must be followed)**
- **Educational relevance and value.**
- **Teacher: pupil ratio for visit. (15:1)**
- **Admission costs; transport costs and mode of travel and overall schedule of the educational visit.**
- **Provision of food.**
- **Parental consent and financial contributions.**
- **Insurance.**
- **Provision of suitable learning materials.**
- **Organisation on the day.**
- **Keeping other staff informed.**
- **Risk Assessment**