



Educational Visits Policy

Educational Visits Co-ordinator	Emma Wainwright
Senior Leader – Trips and Visits	Jamie Howard
Link Governor	Lynne Davies
Headteacher	Ben Corbett
Date Policy Approved	November 2025
Review Date	November 2026

Purpose

As a member of the Coastal Collaborative Trust, Lytham St Annes (LSA) High School support the running of Educational Visits, which are planned discrete educational experiences designed to enrich and enhance the taught curriculum. The purpose of this policy is to ensure the effective and safe management and delivery of Educational Visits. LSA High School will comply with the arrangements specified in the Educational Visits Policy and Guidelines laid down by Lancashire County Council (the Local Authority). This policy incorporates the duty laid upon the Academy not to discriminate against any student that may have a disability in relation to Educational Visits.

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LSA High School will monitor participation on all Educational Visits to ensure that wherever possible all students have an opportunity to take part in beyond the classroom learning during their time at School. Details of visits will be communicated as early as possible to give parents/carers as much notice of dates / times and possible costs involved.

The Trust Charging and Remissions Policy sets out the parameters under which charges apply for Educational Visits. <https://cctrust.uk/wp-content/uploads/2025/02/Charging-and-Remissions-Policy.pdf>

At LSA High School we operate a cashless system. All payments are made via Parentpay. The process will be set out in the initial information letter to parents/carers. Places on educational visits are allocated on a first come basis. Deposit options will only become available once places are allocated.

Failure to meet deadlines for payments may mean it is necessary for the student to be removed from the visit. Depending upon the timing of this it may mean that full refunds cannot be given. Each visit will have different payment schedules and processes and in certain circumstances different outcomes as to refunds if cancellation occurs.

LSA High School recognises the financial implications for parents/carers in relation to educational visits and that from time-to-time unforeseen difficulties can occur. Please notify the visit organiser immediately if there are any concerns.

The Headteacher assisted by the Educational Visits Co-ordinator (EVC) take responsibility for ensuring that all Academy offsite visits are robustly planned and appropriately supervised, and that this policy and the Educational Visits Policy and Guidelines laid down by the Local Authority are implemented and adhered to.

Academy procedures will be consistent with the requirements of the Local Authority. These procedures will be reviewed on an annual basis to ensure compliance with the requirements subject to any procedural changes notified by the Local Authority. All Educational Visits will have specific stated objectives, which are appropriate for the participating students.

The Academy has a Service Level Agreement in place with the Local Authority for the provision of advice, support and training.

The Governing Body is notified of all planned visits. The Governing Body give provisional approval to such planned visits. The Governing Body agree to the Headteacher and/or the Educational Visits Co-ordinator providing final approval to Type A visits. Type B visits must receive final approval from the Local Authority (Type A and Type B visits are specified within the guidelines issued by the Local Authority).

If there are serious concerns that a student is unable to comply with visit safety requirements, follow instructions, maintain a high level of good conduct or may take actions that pose a risk of harm to themselves or to other staff /students, then a decision may be taken by the Headteacher to prohibit such students from taking part in planned offsite visits. Each case will be risk assessed. Parents will be notified should such circumstances arise.

Emergency procedures will be established for each Educational Visit. Details of arrangements and procedures for all Educational Visits will be made available to all participants on the visit and their parents/carers. LSA High School adopts a strict 'no alcohol' policy on all visits for all participants.

Emma Wainwright v1 – Nov 2025