

Calverton Primary School



Learning outside the classroom Policy

| | |
|---|-------------------------------|
| Person responsible for the policy | Caroline Crompton Headteacher |
| Date reviewed and shared with staff | January 2017 |
| Date to be next reviewed by staff | January 2019 |
| Date ratified by the Governing Body | |
| Date to be reviewed by the Governing Body | January 2019 |

| | |
|------------------------------|-------------------------|
| Signed by Chair of Governor: | Signed by Head Teacher: |
|------------------------------|-------------------------|

Learning Outside of the Classroom (LOtC) Policy

Rationale

Our school works hard to provide a rich, broad and balanced curriculum and to meet the needs of every pupil. We ensure that pupils have the opportunities to experience and take part in activities which happen outside of the classroom. We are part of a friendly community and we encourage all classes to explore and take part in that community as well as inviting local people into our school. Visits outside of the school, including residential activities are built into our curriculum to enhance the learning of our pupils.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities is outlined in the school website.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours clubs (music, drama, art, science, sport, homework, booster sessions etc)

School teams away fixtures

Regular nearby visits (Excel, Library, shops, woodlands, Church, City farm, Park)

Day visits for particular year groups

Residential visits & Adventure Activities

Learning outside the classroom - our core offer

We offer the following entitlement to all our pupils:

- Relevant, interesting units of work which are planned by the staff and pupils and include opportunities for LOtC
- Motivational learning opportunities across the curriculum
- Access to experts and educational places including museums, historical buildings and outdoor centres
- Access to the local environment and the opportunity to explore, ask questions and express wonder
- Progression in skills for learning both in and outside the classroom
- Planned, developmental provision for learning through play
- Planned opportunities to work with pupils from different school communities
- At least 1 residential opportunity focused on developing skills, confidence and self-esteem.
- Opportunity to perform and celebrate learning
- Opportunity to learn through practical experience- for example drama, outdoor adventure, indoor adventure, workshops, as appropriate to the learning intention.

How we will deliver this

1. Regular pupil progress meetings highlight groups of children or individuals with specific gaps in their learning, these gaps will be targeted in booster sessions out of school hours, such as before or after school in groups or individually.
2. A long term curriculum plan for each year group ensures that trips and events are timetabled annually. Expectations for learning from LOtC are known by all staff and used to plan activities which are progressive and build upon previous learning. Teacher's medium term plans identify opportunities for LOtC. These are planned with reference to the skills and knowledge learnt. The school actively seeks out experts from within the school community, makes use of the local environment and works to develop partnerships to enhance provision and opportunity. The schools partnership with other local schools and with schools in Newham enables us to engage effectively with pupils from other schools.
3. Termly timetable of after school clubs
4. Link with other schools or organisations to join in competitions periodically (as and when) for the benefit of Calverton children (eg. Spelling Bee, Debatemate, Football, Tennis, chess, Paralympics at Cumberland)

Organising LOtC:

- Pupils are encouraged to bring suitable clothing for outdoor learning to school.
- All parents sign a permission slip when pupils join our school for free and local trips which are held within the school day and are undertaken to teach the national curriculum reducing the need to chase permission. Where voluntary donations are asked for letters are sent home.
- Parent volunteers are List99 checked and a list is kept of available parents for LOtC activities
- Pupils are encouraged to help plan LOtC activities.
- After school clubs are timetabled and parents are asked to apply for places via an online booking tool (support is available for those families unable to access the internet.)

Statement of support from governing body/head teacher

The head teacher fully supports LOtC and will help practically by supporting trips, allocating office time to the organisation of LOtC activities and by undertaking risk benefit assessment activities with staff and pupils. All classroom teachers are responsible for delivering high quality learning experiences outside of the traditional classroom environment. All pupils will participate in LOtC and adaptations will be made to enable participation.

Links to other policies: The following guidance documents and policies are available to support LOtC, they have been written by staff and governors and where appropriate reviewed by parents:

- Educational visits
- Home school agreement (provision of appropriate clothing)
- Health and safety policy
- Behaviour policy
- Risk assessment policy
- Teaching and learning policy
- Curriculum policy
- Induction procedure for new staff
- Staff Handbook
- New parent information

LOtC opportunities occur on a regular planned and progressive basis so that we can

- Provide for a range of learning styles
- Motivate pupils
- Engage pupils
- give a pupils sense of audience
- give pupils a sense of ownership and/ or pride/ with an opportunity to work outside of the usual timetable
- extend learning
- provide spiritual moral and cultural development opportunities
- provide all pupils with an opportunity to excel
- raise attainment across the curriculum
- Prepare pupils for life and learning beyond Calverton Primary School.

Note:

LOtC takes a variety of forms and can be facilitated by the teacher, or another adult, or instigated by the pupil. At Calverton Primary school, learning outside the classroom describes any learning opportunity which does not solely involve teacher instruction, within the traditional classroom, with a traditional pupil response (ie: chalk and talk followed by a pupil recording individually, his or her response/ teacher demonstration of a skill/method/ concept followed by pupil response).

LOtC includes is not exclusive to in or limited to:

- drama and role play
- free play (self directed)
- trips and visits
- exploration of our school and its surroundings
- residential experiences
- curriculum projects
- revision sessions
- Problem solving events and activities
- Team and group activities
- Theme days/ weeks
- investigations
- exploration of materials and processes
- performance
- competition

Appendix 1

After school club procedures

After school clubs usually run from 3.30pm to 4.30pm

Permission slips must be completed prior to any child attending a club. This should also include an emergency contact number and any relevant medical issues/medication. Parents/Carers should be made aware, as they would normally, to update any medical information throughout the duration of the club over however many weeks/terms. The adult responsible for the club must check each session that the child has the necessary medication before beginning the club e.g. an inhaler. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

Clubs will normally run for the duration of a full term at a time.

A register will be kept by the club provider and should be taken at each session.

A copy of the register should also be kept by the school office.

The adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. walking home have been agreed in writing. If it has not been confirmed in writing then the child must wait until the member of staff has spoken to the named contact on the parental consent form for the club. A member of SLT will be available to take responsibility for children who are collected late.

Three late collections, or three non-attendance at a club may result in the place being withdrawn and offered to another child.

Cancelled session

Where practical the school should contact Parents/Carers by phone and give as much notice as possible. Children attending a club, which is cancelled on the day, should be registered as a group as normal. They should be kept on school site until collected by a Parent/Carer.

Off school site activity: Emergencies

There may be occasions where a child requires transport in an emergency situation. Such circumstances must always be recorded and reported to the head teacher and the Parent/Carer.

Club numbers

Suitable ratios of adults to children should be maintained by the adult responsible for the club. Each club has a limit of 24 places, although this can depend on the activity. Clubs run by non-teaching staff require 2 adults.

Club Expectations

All activity leaders should ensure that every term there is a reminder about:

- ✓ The procedures in case of a fire
- ✓ Rules for moving around the school building
- ✓ Arrangements for going to the toilet
- ✓ Expectations of behaviour
- ✓ Changing arrangements

First Aid

During after school clubs, a first aid box should be present or within easy access. A trained first aider is always on site during club times. An accident form should be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.

