Dear Parents,

**Extended Learning Territory**

I wanted to take this opportunity to draw your attention to an important aspect of our Educational Visits Policy – the ‘Extended Learning Territory’ – which forms part of our annual disclaimer form which was sent to you recently.

The idea of an Extended Learning Territory follows the City Council’s model policy for Educational Visits and has been discussed and agreed by the school’s Governing Body. It comprises of a boundary near to the school within which a teacher may decide to visit at very short notice in order for the children to carry out fieldwork to support and enhance their learning. Because of the closeness of the area to the school, and the short notice, parents will not normally receive prior notification of the visit. The boundaries of the territory are shown on the attached map and includes the following frequently used venues:

- A – Potters Green Shopping Area (Ringwood Highway)
- B – St Phillips Church
- C – Grace Academy
- D – Walsgrave Cemetery
- E – Footbridge which crosses the M6
- F – Cardinal Wiseman School
- G – Potters Green Park

In addition:

- All visits will have been risk assessed in advance.
- The head, deputy or Education Visits Co-ordinator must give verbal approval before a group leaves the school site.
- There is always a minimum of two adults present. Whether additional adults are required will depend on the area being visited and the number, age and maturity of the children.
- Staff are familiar with the area, including any ‘no go areas’ and have practiced appropriate management techniques.
- Children have been trained and practiced standard techniques for road crossings in a group.
- Children will be fully briefed on what to do if they become separated from the group.
- Children’s clothing and footwear is checked for appropriateness before leaving school and staff will carry a first aid kit.
- Staff will be aware of any relevant medical conditions of children they take out and will take emergency contact details with them.
- Staff will leave in the office a list of all pupils and staff, a proposed route and an estimated time of return. A mobile phone is taken with each group and the office have a note of the number.
For local visits which take place beyond the Extended Learning Territory, and for visits further afield, or any that are residential there will be no change to current procedures.

Further details can be found in our Educational Visits policy, available either on the school website, or in hard copy from the school office.

If you have any questions, please don’t hesitate to contact either Mrs. Olden (School Business Manager) or myself.

Yours sincerely,

Paul Ryan

Head Teacher