



TUXFORD
Primary Academy

Appendix to Educational Visits Policy Academy responsibilities 2020-21

Tuxford Primary Academy

Published:	Next review:	Statutory/non:	Lead:
September 2020	September 2021	Statutory	Rosie Bramall
Associated documents:			
<ul style="list-style-type: none">• NCC Visits Guidance for Children and Young People• Diverse Academies Educational Visits Financial Planning• Parent/Carer Application for Remission Form Emergency cards		<ul style="list-style-type: none">• Approval form for Category A Visits• Governor Approval form for Category C visits• Diverse Academies Educational Visits Templates	
Links to:			
DfE Guidance on Educational Visits (full opening: schools) relating to Covid 19 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak		Diverse Academies Educational visits Policy https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Educational-Visits.pdf	

Diverse Academies Educational Visits Policy Responsibilities

Academy name and address:	Tuxford Primary Academy Newark Road, Tuxford, Newark. NG22 0NA
Governor responsible for overseeing and monitoring educational visits in the academy <i>(Include details of any relevant experience and skills that the Governor holds to support this role)</i>	Colin Shuttleworth EVC training
Executive Principal Principal	Gareth Letton Jo Witham
Person responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member)</i>	Jo Witham - Principal
Named Educational Visits Co-ordinator Named Deputy Educational Visits Co-ordinator	Rosie Bramall Tracy Blacknell

As staff responsible for educational visits in Tuxford Primary Academy we confirm that we have read, understood and will ensure that all statutory regulations and guidance for educational visits as outlined in the Diverse Academies Educational Visits Policy (and appendices), DfE visits guidance and Nottinghamshire Educational Visits Guidance are used and applied.

Signed T Hill	Chair of Governors	Date 21.9.2020
Signed C Shuttleworth	Governor i/c educational visits	Date 22.9.2020
Signed G Letton	Executive Principal	Date 16.9.2020
Signed J Witham	Principal	Date 16.9.2020
Signed J Witham	Senior Leader i/c Visits	Date 16.9.2020
Signed R Bramall	EVC	Date 16.9.2020
Signed T Blacknell	Deputy EVC	Date 16.9.2020

A copy of this appendix with signatures is available from the academy.



Diverse
Academies