



Boroughmuir
High School
Edinburgh

Trips & Excursions Policy

Session 25-26



Respectful * Inclusive * Resilient

The City of Edinburgh Council (CEC) is committed to ensuring safe, purposeful and high-quality excursions. It is important that children, young people and others participate within a progressive and planned programme of excursions to broaden horizons and maximise high quality outcomes. These include enjoyment, academic achievement, social and emotional wellbeing, environmental awareness, health and increased motivation and an appetite for learning

The City of Edinburgh Council: Communities and Families Excursions Policy

Considerations of Excursion Planning:

- Inclusion
- Costs
- Intended benefits & Outcomes
- Safety
- Best use of resources and staff

Significant resources are used to plan and deliver excursions. It is important therefore that all excursions are purposeful, and the use of an excursion and specific locations add significant value and benefits for children, young people and other participants when balanced with risk, use of resources and costs.

The City of Edinburgh Council: Communities and Families Excursions Policy

Some Indicators of High-Quality Trips & Excursions:

	Delivery is planned and adjusted to maximise achievement
	Participants play an active part and engaged in the planning, delivery and evaluation phases
	Inclusive and differentiated to meet the needs of all learners
	Safe and positive learning environment/s using an appropriate level of risk
	Participants can be creative and apply their learning
	Clear learning outcomes discussed from the beginning and regularly revisited
	Participants describe what they are learning as opposed to what they are doing and can understand how they can apply it in the future
	Integral part of the curriculum or programme; supporting pre and post learning
	Reflection and review time is built into the excursion where application of learning is explored and achievements recognised
	Linked to wider curriculum outcomes through a clear transfer of learning

Trips & Excursions - Boroughmuir High School

All young people are entitled to inclusion in school trips. We recognise the impact that exclusion from activities can have on a young person and their family. We understand the importance of full participation in what is, a valuable social event. We acknowledge that we cannot always replicate the same supports in school on an excursion, and sometimes will have to risk assess student involvement and make decisions based upon health and safety.

We appreciate that school residential trips, outdoor learning experiences, field work and excursions are a valuable way to learn, develop new skills and build confidence. We are keen to encourage these experiences.

The Child Poverty Action Group (CPAG) are urging schools to offer free or low-cost trips and suggests developing ties with local community groups that can help with transport or venues, to try and ensure that children are not stigmatised if they come from low-income households. It must be appreciated that school trips and events often involve additional expenditure over and above the stated price. We hope to remove stigma, exclusion or disadvantage for young people and by doing so, remove barriers to learning by making all school trips accessible to all young people. We are committed to try and remove any barriers to participation in any aspect of school life. If this is affecting you, please contact the school. Any requests will be dealt with sensitively and confidentiality.

The environmental impact of transport in school trips must be considered e.g. distance travelled. Staff are encouraged to access grants and free trips including Historic Environment Scotland. We aim to promote increased access to local activities and to explore low cost/free trips with an increased focus on outdoor learning. More local, low cost experiences might include:

Museums:

- National Museum of Scotland
- Museum of Edinburgh
- Surgeon's Hall Museums
- Museum of Childhood
- St Cecilia's Hall: Concert Room and Music Museum
- Museum on the Mound
- The People's Story
- The Writer's museum and Makars' Court

Castles and Monuments:

- Edinburgh Castle
- Scott Monument
- Nelson Monument
- National Monument of Scotland
- Greyfriars Bobby
- Lauriston Castle
- Craigmillar Castle

Days Out:

- Camera Obscura
- The Real Mary King's Close
- Edinburgh Dungeons
- Dynamic Earth
- Royal Botanic Gardens
- Edinburgh Zo

- A number of young people in BHS have a disability. The Equality Act notes that the duty to make reasonable adjustments is 'anticipatory'. This means schools must consider in advance what they need to do to make sure all young people can access and participate. Organising and planning of trips and activities should include young people with disabilities from the start and should ensure 'reasonable adjustments' to enable participation.

Always consider offer free/low-cost trips and enrichment activities which are accessible to all who wish to participate. Trips and activities should take account of environmental impact. The focus should be on the development of outdoor learning experiences across all areas of the curriculum and learning for sustainability.

For trips incurring a cost we try to introduce a maximum charge of £40 a month. Therefore a £160 trip would need to be planned 4 months in advance, and £300 trip 7.5 months in advance to enable a family to pay the costs over a stretched-out period potentially making it manageable for more families. If this expectation cannot be met, we look at alternatives, such as fund raising.

BHS procedures around Trip planning

- When planning any excursion staff must talk to their CL and the Excursions depute first.
- They must then ask permission in writing using the school excursions request form (Staff hub/ excursions) [Initial Permission for School Visits .docx](#)
- All city paperwork is now held centrally through this portal [Key OL Resources - OneDrive](#) (excursions help sheet). This includes risk assessments.
- Check with the school office team about how you are paying /collecting monies. If it's an expensive excursion in particular there are some constraints.
- Please include this extract in any letter about an excursion where there are costs involved –
We will do all that is possible to ensure finance is not a barrier to your child's participation. We will be responsive to your family circumstances and target support where appropriate. We invite anyone who is experiencing difficulties related to school costs or money to get in touch for help and advice, which will always be given in confidence. We are aware of the need for sensitivity in approaching affordability issues with families affected by financial pressures. Although funds are limited, we may be able to provide payment plans or subsidise the costs. When it comes to getting in touch for help and advice about costs and money, conversations will be discreet and in confidence.
- All trips are considered by SLT for approval every Thursday. Please factor this into consideration when you are planning and seeking approval for a trip.
- With regards the best allocation of staff and resources, whenever possible, there will only be one trip out of school at a time. Wherever possible seek to minimise cover, by taking into consideration cover implications and the use of non-teaching staff.
- Wherever possible, residential trips are organised during well-being week.
- We ask all staff to avoid senior trips on a Monday, considering the number of Monday holidays.

- We ask all staff to avoid trips involving seniors between January and Easter. We understand there might be extenuating circumstances for trips linked to SQA assignment work. These will be looked at individually.
- BHS will always adhere to the CEC Excursions policy in relation to ratios. This is one adult to 15 young people for visits within the UK, one adult to 10 young people for overseas trips. For those trips involving adventurous activities, we would work with the CEC excursions team to determine the ratio, dependent on the nature of the adventurous activity. Young people should not be included as a supervising adult, even if they are there within a support capacity.
- With regards allocation of places, this should not be done on a first come, first served basis. If oversubscribed, the new tracking system will allow for the prioritisation of young people who have not experienced before. Priority should be given our care experienced and PEF young people. After these factors have been considered, places should be randomly allocated.

Excursions planning to support Equity and Sustainability

Consideration of equity and sustainability need to be evident in all trip planning. This is particularly important when staff are planning residentials and foreign excursions.

At Boroughmuir we are committed to giving all our students an outdoor experience. This is part of our '7 pledges' guarantee to all students which include a set of qualifications, first aid, work experience, presenting, outdoor residential learning and leadership.

As part of this we offer the following programme:

	Opportunities offered
S1	Benmore residential experience and cheap wellbeing week experience. We accommodate all students who wish to go on this experience.
S2	Well Being Week- this is very cheap at around £10 per student.
S3	Offer of international and domestic residentials related to curriculum areas with equal weighting and value. There are enough residential spaces in S3 for all students to get an experience. Typically we have around 300 residential spaces for our 280 or so students and this means that we are able to be proactive in supporting students to work towards our target of 100% of students having an outdoor learning residential experience. Generally all students get their first choice experience. Faculties are asked to use this time where possible for curricular trips.

Trips in the senior phase	To be discussed with SLT. Consideration needs to be taken with regards the amount of money families may be expected to pay within a short space of time. We run a large number of local trips that add value to the curriculum. We also offer a number of senior phase residential excursions. As an example in 2025-26 this includes a CDE one to Munich. These are only run as part of the balanced overview. There are
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Our S3 offer is the most resource heavy. As a result, it is the school policy to offer these all at the same time, in September, so that families have enough time to pay by the summer. This is an important part of our drive to give an equitable experience for all. They are put out all at the same time so that students get an equal chance to choose, and families get a chance to decide what to prioritise. It is also part of our policy to make excursions affordable that there should be an extended length of time in which to make monthly payments.

As a school, we have proactively reviewed the cost of the school day and the impact that has on our community. We also track excursions to ensure that students get a chance to have an experience. Our aim is that every student experiences all of our 7 pledges. This means that we work proactively to ensure that every student can have an outdoor, residential experience in the BGE. We offer support as part of this package to ensure that no family is unable to experience a residential for financial or other reasons.

If the trip is oversubscribed, we prioritise students identified by our tracking and guidance conversations, or on our 'at risk' list, and then give spaces to those who've not been able to experience this before. This based on pupils' ability, family circumstances, personalities or any other characteristics.

We also check with colleagues in Guidance/Support for Learning/SLT in order to check if there are any families who have expressed an interest but who may need extra support, or if there is a student is on our target list who may benefit from the experience.

Once those criteria have been met we give students places randomly to ensure fairness. We do not use a 'first come first served' system.

We aim to increase participation by making this programme clear to parents. We are doing this by consulting with families on the overall experience, and by including reminders of our offer in each communication about excursions in wording such as that below:

We will do all that is possible to ensure finance is not a barrier to your child's participation. We will be responsive to your family circumstances and target support where appropriate. We invite anyone who is experiencing difficulties related to school costs or money to get in touch for help and advice, which will always be given in confidence. We are aware of the need for sensitivity in approaching



affordability issues with families affected by financial pressures. Although funds are limited, we may be able to provide payment plans or subsidise the costs. When it comes to getting in touch for help and advice about costs and money, conversations will be discreet and in confidence.