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To: EVCs/Head Teachers in Sheffield LEA
Primary Phase and Special Schools

Date: 16 January 2006
Our ref: DA/AL:0601

Dear Colleague,

Managing Educational Visits – School Self-Evaluation

Purpose: To establish school self-evaluation of the management and conduct of educational visits.

Action: Use the attached school self-evaluation form (Form VM2) as a basis for a meeting between the EVC/Head Teacher and other staff most actively involved in school visits to review your educational visits management system.

Establish a regular review cycle for educational visits and use the VM2 checklist as a basis for each review – this will be available on the “Educational Visit Advice” section of the Thornbridge website

You will recall from EVC Training that the LEA’s statutory role in the management of educational visits includes monitoring school educational visits systems. This will help ensure that:

- your systems are consistent with current good practice;
- you are provided with any additional support required;
- good practice is shared between schools across the LEA

An important part of this process is school self-evaluation. To assist with this, attached to this letter is a copy of a checklist (Form VM2) for a school review of the management of educational visits. The checklist is based on the proforma used by the LEA when conducting LEA/school review meetings. It highlights the main aspects of a sound school educational visits management system.

You should use this form as the basis for a review meeting between the EVC/Head Teacher and any other staff most actively involved in managing and conducting visits. You should establish a regular review cycle for educational visits and use the VM2 checklist as a basis for each review. You should retain the information on file so that it may be referred to during any future LEA/School review.

Please do not hesitate to contact us to let us know about any issues for the LEA's attention which emerge from your discussions; any aspects of good practice you identify which you may be willing to share with other schools; or to request an LEA/school review meeting.

Meanwhile, if you require any further support in the management and conduct of educational visits, please contact myself or David Armstrong using the details provided at the top of this letter.

Yours sincerely,

A handwritten signature in black ink that reads "Adge Last". The signature is written in a cursive style with a period at the end.

Adge Last
Outdoor Education Adviser/Centre Manager
Thornbridge Outdoors
Sheffield LEA

Enc: Form VM2