Clore Duffield Foundation

SCHOOL TRIPS GRANT

Second Stage Planning for Primary Schools

CASE STUDY

Niki Ambrose, Headteacher

Pensans Community Primary School, Cornwall (131 pupils)

This case study has been devised to support primary schools who are working on their Second Stage Planning Phase of the Clore Duffield Foundation's School Trips Grant.

It has been written by **Niki Ambrose**, Headteacher at Pensans Community Primary School in Cornwall.

Niki and her Deputy Head, Chrissy, took a collaborative approach to their School Trips planning, placing the pupils' needs at the heart of their vision for the programme. They have created a highly aspirational programme for their whole school, which is giving many of their pupils the opportunity to experience travelling out of county for the very first time.

Read on to find out how Niki and her team approached putting together their school trips plan.

Tell us about your school...

Pensans Community Primary School, in the far west of Cornwall, is a small school of 131 pupils which also has a nursery and an ARB – a specialist provision for pupils with communication and interaction needs.

Our demographic is in a highly deprived area and has a high level of SEND. Based on the 2019 Index of Multiple Deprivation (IMD): 81% of pupils on roll in this school live in the most deprived 0-30% of LSOAs in England. Based on the 2019 Income Deprivation Affecting Children Index (IDACI): 70% of pupils on roll in this school live in the most deprived 0-30% of LSOAs in England. We pride ourselves on being an extremely inclusive school and this has been recognised in our most recent Ofsted report (March 2024).

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PLANNING

How did you approach the planning phase?

When embarking on this exciting project for our children the senior leadership team discussed what we felt would be important themes for our children to experience.

Most of our families live on benefits, live in social housing and do not have transport. With this in mind we felt not only should we make links based on our curriculum but also provide visits that would **inspire our pupils** to want to be inquisitive about their immediate surroundings and those further afield.

Due to our location, it was agreed that this might include an overnight stay. It was important for us to include visits **outside of Cornwall** to give another dimension and open children's eyes to national museums, live theatre and cultural experiences not available to them living in a small coastal town.

We wanted to ensure that this **once in a lifetime opportunity** really presented our children with some memories and experiences that might hopefully shape their futures.

My Deputy Headteacher and I approached the planning phase by dedicating **two full days** to give an initial outline of potential visits. We had decided that we wanted all our pupils to visit the Eden Project, the Hall for Cornwall and also have local art, history and cultural trips that linked with curriculum topics and themes.

We considered the needs of our **youngest children in Reception** knowing that travel distance could be a limiting factor but conversely that we wanted our eldest children to visit the capital city and **be aspirational** in what we could offer.

What did you find most helpful?

The things we found most useful were the **planning and budget template** and keeping in close contact with the **Clore Duffield Schools Programme Manager**. They have been so helpful and always there for guidance and finding ways of making things work! My Deputy and I also found the Curious Minds' session 'Curiosity Outside the Classroom – Trips & Visits' training day a real help in keeping us focussed and exploring different avenues for planning **memorable trips**.

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PLANNING

At all points we kept in close contact with the **Clore Duffield's Schools Programme Manager**. This was so beneficial as when we came up against any issues we were able to share this with them who then used their position and contacts to help. A good example of this was **booking transportation**. Where we are situated means we always have a fair way to travel to get anywhere! The Schools Programme Manager negotiated with local coach companies to secure us a better deal.

Another area where we sought some guidance was around training opportunities for staff. The Schools Programme Manager was able to work with the Cornwall Education Visits Advisor and we were able to attend some **specific training on organising a London visit**.

Any challenges?

Involving my teaching staff with the initial planning element was actually quite difficult as timescales were tight and releasing staff is always hard especially in a small school. We had a staff meeting and **cascaded ideas** and then emailed any further thoughts. This gave us enough information to put forward our draft plan for the year.

Planning approximately **thirty trips** in one go is actually a mammoth task. Consequently, I planned into the budget **release time for each teacher** so that the final bookings, transport arrangements and specifics of each trip were part of the teacher's role and that dedicated time was put aside to accomplish this. This in itself has been **great CPD for teachers** especially those early in their career.

Anything you would have done differently?

If we could have done anything differently it would have been to set aside more time to **plan with the teaching staff** and at least one more initial planning day as making first contact was only the beginning and we had to wait for providers to get back to us.

How will you take the learning forward?

This has been an amazing experience with great buy-in from the staff, children and parents who recognise what a **tremendous opportunity** this is for their children. We have developed long lasting links and friendships with educational teams at different venues for example; St Michael's Mount, The Eden Project and the Hall for Cornwall to name just a few.

We are now hoping to work on a more **sustainable plan for future years** and know that this project has helped us to think about and realise the importance of widening our children's outlook and **lifelong memories**.

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TOP TIPS

- **Allow plenty of time to plan**
- **Build in a budget for teaching staff to formalise plans**
- **Draw on the support of the Clore Duffield Schools Programme Manager**
- **Be very mindful of the ages of groups when it comes to travelling and the support staff needed** We have had to take more staff than initially thought for our younger children.
- **Most importantly – be kind to your admin staff** as even with time allocated to staff it is invariably the admin staff that have to do chasing of bookings, tickets and arranging packed lunches with the kitchen!

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