

Appendix 1 – for academy to complete



Appendix to Educational Visits Policy Academy responsibilities 2021-22 Redgate Primary Academy



Diverse Academies Educational Visits Policy

Links to Diverse Academies Policy

<https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Educational-Visits.pdf>

Responsibilities

Academy name and address:	Redgate Primary Academy Somersall Street Mansfield NG19 6EL
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>	TBC
Executive Principal Principal Head of Academy	Gareth Letton Courtney Hoop Claire Gouthwaite
Person responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member)</i>	Claire Gouthwaite
Named Educational Visits Co-ordinator Named Deputy Educational Visits Coordinator	Claire Gouthwaite Derek Smitheman

Declaration

As staff responsible for educational visits in Redgate 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.

Name	Signed	Role	Date
Lynn Weeks		Chair of Governors	
TBC		Link Governor	
Gareth Letton		Executive Principal	
Courtney Hoop		Principal	20/09/21
Claire Gouthwaite		Head of Academy	20/09/21
Claire Gouthwaite		EVC	20/09/21
Derek Smitheman		Deputy EVC	24/09/21