

Learning Outside the Classroom – Local Plan

Coggeshall and the surrounding areas are rich in opportunities to give learners learning outside of the classroom. At Honywood, Enrichment is embedded in the curriculum, and each subject is encouraged to access the Enrichment plan to access learning to enhance the learners experience.

Enrichment activities are open to all learners, irrespective of financial difficulties, family's difficulties or learning difficulties.

A "local learning area plan" shows the opportunities for learning within walking distance or a short journey by minibus, bus or coach. These visits take place during school hours and have an agreed set of operating procedures for the visit.

Consent and planning

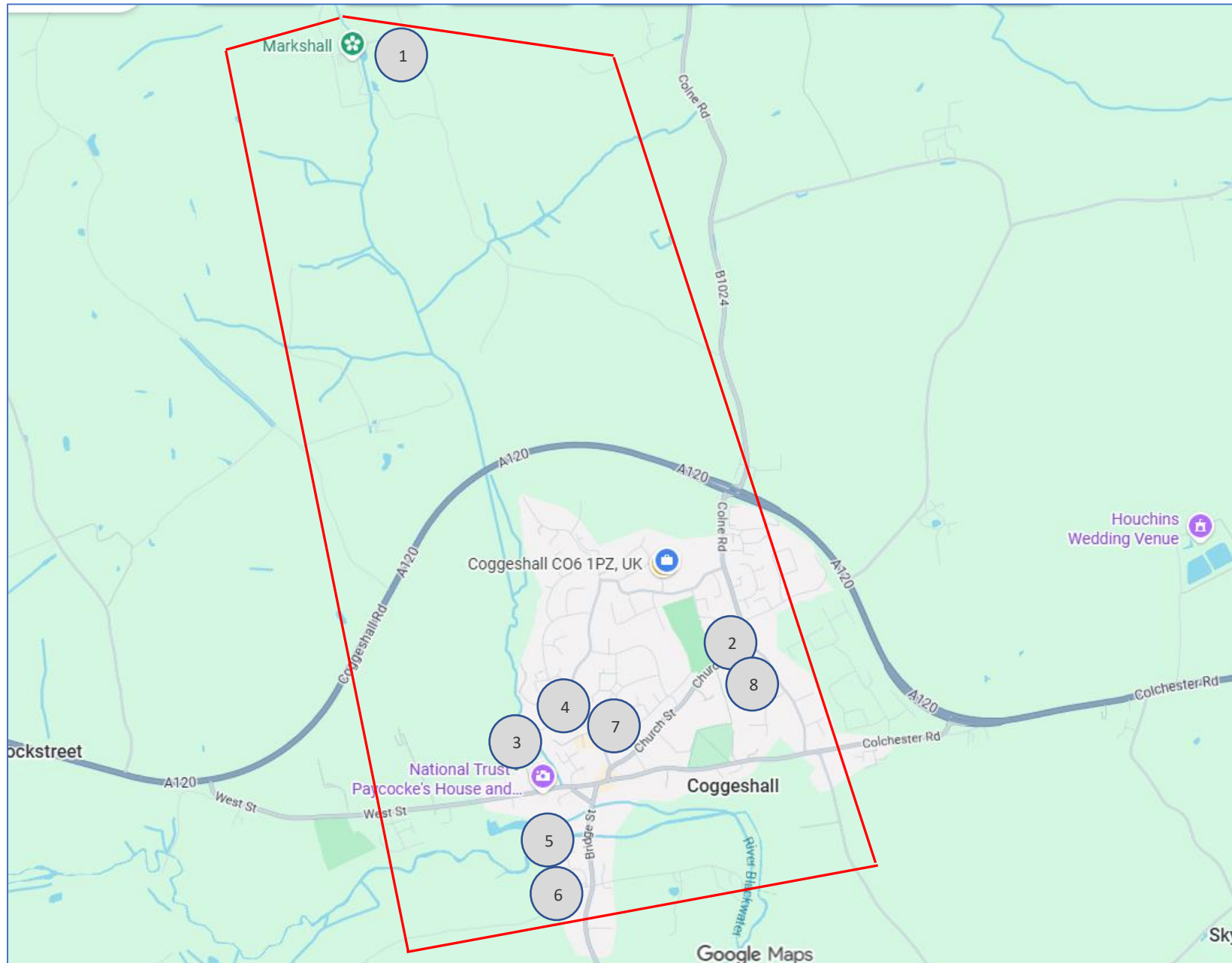
A local learning area plan does not require parental consent, nor do they require substantial planning in advance. They do not necessarily require an additional risk assessment other than following operating procedures.

However, due to the number of SEND children at Honywood, we do complete risk assessments for these visits. We will also notify families that learning offsite will take place on a specific date and time. This enables us to request additional equipment for their child such as rain coats, water bottles or sunscreen should there be a need. A local learning area visit requires the Risk Assessment "*HONYWOOD SCHOOL RISK ASSESSMENT - LOCAL LEARNING AREA TRIPS (updated August 2026)*". For Extended Local Learning Area visits, a day trip risk assessment must be completed "*HONYWOOD SCHOOL RISK ASSESSMENT - DAY TRIPS (updated March 2026)*"

Boundaries

Attached is a map showing our local area where local learning is delivered. Also attached is a map showing the extended local learning requiring travel arrangements.

Local Learning Area - Coggeshall



Key

1. Marks Hall Arboretum
2. St Peters Church
3. Paycockes House
4. Clock Tower
5. River
6. Grange Barn
7. Coggeshall Museum
8. St Peters Primary

Local Learning area - Coggeshall

1. Marks Hall Arboretum

We have worked closely with Marks Hall over the last 20 years. Enrichment activities such as: Whole school sponsored walk, C7 outdoor learning day, History walks for C7. Pe use the pathways and access up to Marks Hall for cross country.

2. St Peters Church

Each year, C7 visit St Peters Church as part of their PRC curriculum. They carry out a Scavenger hunt in the cemetery looking for religious symbols and then visit inside the church. Often the warden will then give a guided tour

3. Paycockes House

Part of our C7 History walk in Coggeshall

4. Clock Tower

Part of our C7 History walk in Coggeshall

5. River

The area surrounding the River Blackwater is used by C7 as an introduction to Geography field studies and as an additional site for C10 to carry to field studies for Geography.

6. Grange Barn

This forms part of the C7 History walks. It has also been a venue for our KS3 drama performances to which the local primary children were invited in the afternoon and the parent/carers in the evening.

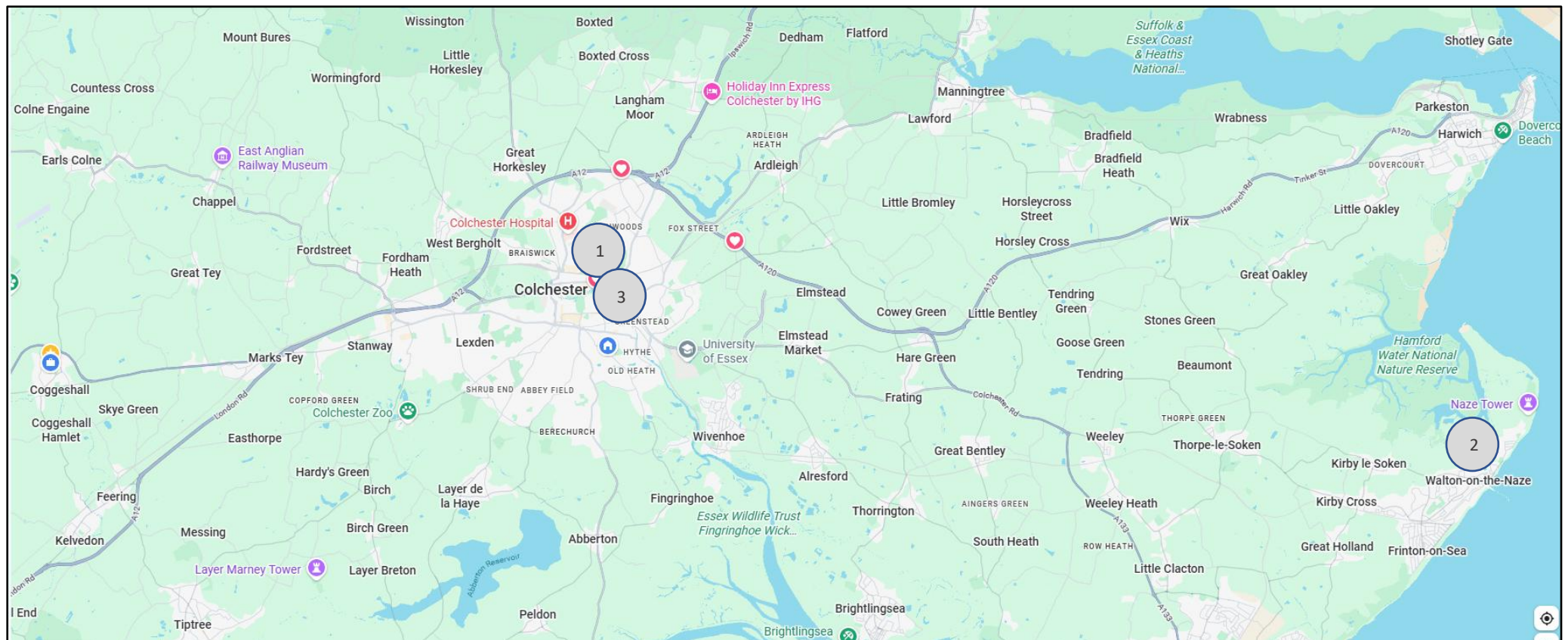
7. Coggeshall Museum

Forms part of the C7 History walk

8. St Peters Primary

Learners visiting for community activities

Extended Local Learning Area



- 1 Colchester City: C7 Geography walks, C10 Geography field studies
- 2 Walton on the Naze: C10 Geography field studies, All cohorts reward days on the beach.
- 3 Mercury Theatre – performance to watch and to perform. Industry day to explore creative industry with C8

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our School Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- Consultation with EVC to arrange date and time of local visit. Arrange for details of visit to be sent home which will include any specific equipment i.e.: sun screen. EVC to notify the medical team and attendance of the dates and times of the trip.
- SENCO and HUB Manager must be consulted in advance to discuss any specific learner needs and whether support staff should attend
- Trip leader to check with EVC that we have blanket consent in place to take children out of school
- Website to hold Local Learning Area Plan for parents to access
- A minimum of two adults should accompany a class of learners (approximately 25-30) excluding any SEND staff
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Staff to apply safe road crossing behaviour – one staff to check and lead across the road, other member to stand in the road to monitor traffic and follow up to the rear.
- When walking on pavements, one staff member at the front and another at the rear. If additional staff in place, they should be distributed amongst the group
- Coggeshall has many narrow pavements, staff to enforce single file walking for learners in these areas.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group, for example, when allowed to walk the high street to catalogue shops
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum. Honeywood preference is four or more in groups.
- Learners clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available. Medical officer to provide yellow rucksack medical kit with any medication for individual learners. If the group is planning to separate into two groups, medical must be made aware so individual medication can be placed in a drawstring bag for the group leader.
- Staff will notify attendance as they leave. A proposed route, and an estimated time of return will be logged with the EVC.
- A WhatsApp group with the EVC will be set up to monitor the visit and in case of emergency
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Risk assessment to be completed in advance and submitted to the EVC using the Local Area Risk Assessment, ensuring measures for SEND learners are included

Operating Procedure for Extended Local Learning Area (up to 30 minutes from school)
A DAY TRIP RISK ASSESSMENT IS REQUIRED FOR AN EXTENDED LOCAL LEARNING AREA TRIP

The following are potentially significant issues/hazards within our School Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- Consultation with EVC to arrange date and time of local visit. Arrange for details of visit to be sent home which will include any specific equipment i.e.: sun screen. EVC to notify the medical team and attendance of the dates and times of the trip.
- SENCO and HUB Manager must be consulted in advance to discuss any specific learner needs and whether support staff should attend
- Trip leader to check with EVC that we have blanket consent in place to take children out of school
- Website to hold Local Learning Area Plan for parents to access
- A minimum of three adults should accompany a class of learners (approximately 25-30) excluding any SEND staff
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Staff to apply safe road crossing behaviour – one staff to check and lead across the road, other member to stand in the road to monitor traffic and follow up to the rear.
- When walking on pavements, one staff member at the front and another at the rear. If additional staff in place, they should be distributed amongst the group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group, for example, when allowed to walk the high street to catalogue shops
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum. Honeywood preference is four or more in groups.
- Learners clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available. Medical officer to provide yellow rucksack medical kit with any medication for individual learners. If the group is planning to separate into two groups, medical must be made aware so individual medication can be placed in a drawstring bag for the group leader.
- Staff will notify attendance as they leave. A proposed route, and an estimated time of return will be logged with the EVC.
- A WhatsApp group with the EVC will be set up to monitor the visit and in case of emergency
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Risk assessment to be completed in advance and submitted to the EVC using the Local Area Risk Assessment, ensuring measures for SEND learners are included
- Minibus/Coach safety:
 - seatbelts to be worn
 - register of learners taken on bus and supplied to attendance
 - Boys/girls to be seated separately i.e.: split by level
 - Staff to be seated throughout the bus/coach
 - Staff to ensure embarking and disembarking transport to be done at a safe place, ensuring no traffic hazards