



Appendix to Educational Visits Policy Academy responsibilities 2021-22

Office use

Published: September 2021	Next review: August 2022	Statutory/non: Statutory	Lead: Mr R Ellis
Associated documents:			
Educational Visits Policy			
Links to:			
https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Educational-Visits.pdf			

Diverse Academies Educational Visits Policy - Academy Responsibilities

Academy name and address:	The Holgate Academy Hillcrest Drive Hucknall Nottinghamshire NG15 6PX		
Position	Name	Date of Last Training	Type of Training (if applicable as per Appendix 3)
Executive Principal	Heather Widdup		
Principal	Matt Pennington		
Senior Leader in charge of visits (responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member and can be the Principal)</i>	Rich Ellis	June 2021.	EVC Training
Named Educational Visits Co-ordinator	Rich Ellis	June 2021.	EVC Training
Named Deputy Educational Visits Co-ordinator	Mandy Peason	February 2019	EVC Training

As staff responsible for educational visits in The Holgate 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 NCC's Visits Guidance are used and applied.

Kate Turner Chair of Governors
(on behalf of the Local Academy Committee)

Date: 02/09/2021

Heather Widdup Executive Principal

Date: 02/09/2021

Matt Pennington Principal

Date: 02/09/2021

Rich Ellis Senior Leader i/c Visits

Date: 02/09/2021

Rich Ellis EVC

Date: 02/09/2021

Mandy Pearson Deputy EVC

Date: 02/09/2021