



School Trip Agreement

Participation in voluntary school trips is dependent on the agreement of the parent/carer and student to the conditions and information set out in this document. The school in turn agrees to provide written details of all trips and will hold information meetings for all residential trips.

It is the student's responsibility:

- a) Before the visit, to abide by any academic, behavioural or attendance requirements. If the student fails to demonstrate a true commitment to their schoolwork or personal development, their position on the trip may be reviewed.
- b) During the visit, to abide by the school code of conduct currently in place, including mobile phone use and social media.
- c) After the visit, to catch up on any work missed due to attending any educational visit.

It is the responsibility of the parent/carer to:

- a) Pay a holding deposit in time for their child to be considered for selection for a trip.
 - b) Keep the school updated with any changes to the emergency contact details including telephone numbers, email addresses and the student's medical information.
 - c) Return all paperwork completed accurately and in full and by the set deadlines.
 - d) Pay the trip balance in line with the payment schedule. Continued missed payment or non-payment could result in the student being withdrawn from the trip and any payments already made may not be refunded.
- We recommend configuring the alert setting on SCOPAY for Trip payment reminder to having Daily alerts at '7 day(s) before', and ticking 'Receive alerts' and 'Receive emails'.

Payments

- a) Holding deposits are refunded if a student is not selected for a trip.
- b) Payment must be made in full before departure.
- c) For trips with a payment schedule of only one payment, the whole amount is non-refundable.

Withdrawing or removal from an educational visit and refunds:

In order to support students, the trip leader may deem it necessary to meet with individual students' parents to put in place conditions in order for the trip to be successful and run safely. After accepting a place on a trip, if either the student elects to withdraw from the educational visit or, following a review by the year office of the academic, behavioural and attendance requirements, the student is removed from the visit (see student's responsibility above), I/We acknowledge that:

- a) Payments are refundable if the withdrawal is due to a medical reason, supported by a medical report.
- b) All deposits are non-refundable, unless the trip is cancelled by the school.
- c) Any payments already made may not be fully refunded. If this occurs within 12 weeks of departure, I/We could still be liable for the full cost of the trip.
- d) Some Trips may be subject to the tour operator's cancellation fee schedule, typically: 12 weeks before departure 60% of total trip value, 8 weeks before departure 80% of trip value, 4 weeks before departure 100% of trip value.
- e) Flight or ferry cancellations may incur additional fees, set by the operators I/We could be liable for the full cost of the cancellation fee.

Travel insurance claims:

If it is needed, we agree to pay a £50 excess for each personal travel insurance claim, such as for: personal belongings, money, emergency replacement of passport. This does not apply to any medical insurance claim which does not incur any charge.

Review date: May 2025.

Review by: K. Payne, Headteacher, M Nicholls, Assistant headteacher, P Rossevens, Educational Visits Coordinator.