

## **Standard Conditions – School Trips and Visits**

### **Application for place on a school trip/visit**

- When a department or member of staff is planning a trip or visit that does not involve the whole year group they will send a statement of interest letter to parents to respond expressing an interest in their child being considered for a place on that trip. This reply does not guarantee a place on the visit
- The member of staff responsible will consult with relevant pastoral staff and consider the equality duty act in deciding on the suitability of that student's participation on the trip/visit.
- A further letter will then be sent out confirming if the student has been offered a place on the trip and further relevant details.

### **Use of WisePay for payment and consent**

- All payments made by parents for students to take part in a trip/visit are to be through WisePay.
- Parents will also use WisePay to confirm their consent for a student to take part on a trip/visit.

### **Application for Trip Support**

- Financial support is available to help parents meet the cost of school trips which the student would not otherwise be able to attend.
- Support is available for curriculum trips. It is not available for "School Holidays" e.g. Ski Trip.
- Application for support must normally be made before or at the time of booking onto the trip. Applications for support should be made to Mr Scriven and will be dealt with confidentially. (email [sscriven@notredame-high.co.uk](mailto:sscriven@notredame-high.co.uk))
- Once agreed the terms of the support must be followed. Failure to do so will result in the place being withdrawn. The refund procedure below will apply as if the parent had withdrawn the student.

### **Responsibilities of Parents**

- Ensure the student has all necessary documentation and equipment such as
  - Passport (for foreign visits only)
  - Relevant equipment – e.g. Outdoor gear for DoE
  - Parental Permission given
  - EHIC for trips to EU
  - Non-EU students need any relevant visa.

Parents will be told in advance what is required. It is not the responsibility of the member of staff, department or school to facilitate these or meet any costs incurred and failure to procure them will not lead to any refunds.

## Refunds for Students Withdrawing from a Trip

- When we book a trip we may have to pay the costs of the trip even if a student withdraws or fails to attend. We will not give refunds in such a case.
- Parents must aware at the time of booking the student on to a trip that they become committed to pay the full amount of the trip price even if they withdraw from the trip.
- We will only make a refund in the following circumstances:
  - Cancellation by the School
    - i. We cancel the trip
    - ii. We decline to accept a student's booking on to the trip
    - iii. We subsequently remove a student from the trip because of behavioural or other problems.
  - Cancellation by Parent or Student
    - i. Where the trip cost is covered by insurance we will make a refund equivalent to the insurance receipt when it is received.
    - ii. Where the place is taken up by another student we will make a refund when we receive payment for the student taking over the place
    - iii. Where we can cancel all or part of our booking and save costs we will make a refund equivalent to the cost saving.