

## TERMS AND CONDITIONS FOR TRIPS, VISITS AND ACTIVITIES

1. Government legislation precludes the school from levying a compulsory charge for trips that take place in school time (at least 50% of curriculum time) or represent a compulsory element of an educational programme. (e.g. field trip), although for residential trips a charge may be levied for the accommodation element. If you are able to prove you are in receipt of the certain benefits (*listed at end of this document*) you will be exempt from paying the cost of board and lodging. Where a charge cannot be made, parents/ carers will be asked to make a voluntary contribution; the trip can only proceed if sufficient contributions are received to cover the total cost of the trip/activity as the school is not in a position to provide a subsidy. The school appreciates the support received from parents and carers – trips rarely need to be cancelled due to insufficient voluntary contributions.
2. The school receives funding through the Pupil Premium which can sometimes be used to support payment for students on the Pupil Premium register. The school's leadership will determine each trip's eligibility for pupil premium subsidy, although this is normally only available for curriculum trips.
3. Where legislation permits charging, attendance will only be possible on payment of the required charge. In exceptional circumstances a subsidy may be available from the Reynolds Fund – please write in confidence to the Headteacher should you wish to apply for this.
4. The school budgets to break even on school trips. Should a small unexpected under-spend occur, and to avoid the administrative cost of refunding individual parents, the money will be treated as a donation to the Reynolds fund. This fund is used to enhance extra-curricular activities across the school.
5. Once a student is offered a place on a trip, any deposit paid is non-refundable.
6. Should a student withdraw or be excluded from a trip, it will not be possible to offer a refund unless another student takes up the place or the cost is covered by insurance. Any non-recoverable costs resulting from the withdrawal or exclusion will be deducted from any refund available.
7. If the school makes the decision to cancel a trip due to circumstances outside its control, the school will endeavour to secure repayments. However, where this is not possible the school will not be able to reimburse parents. Parents/ carers should be aware of this when committing to a trip.
8. In the event of a gross breach of the code of conduct, a pupil might be returned home /repatriated. All costs arising from this decision will be at the expense of the parent/carer.
9. Should a parent/ carer make the decision to withdraw a student during a trip, all costs arising from this decision will be at the expense of the parent/carer.
10. Payments must be made via Parentpay; the school no longer accepts payment by cash or cheque.
11. A copy of the insurance policy can be found [here](#) . Please check the cover carefully to make sure it meets your needs. Please note that insurance for personal items should be arranged by parents, as the school's policy is not intended to cover these.
12. To ensure that the school's trip insurance policy remains effective, it is the parent/ carer's responsibility to ensure that the trip organiser is made aware of any pre-existing medical condition (who will then liaise with the insurance company as necessary). Any

uninsured costs incurred due to undisclosed medical conditions must be met by parents/ carers – this particularly applies to trips abroad.

13. By signing up to a trip, you are agreeing to the terms outlined above.

**Relevant benefits for assessing financial assistance**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)