

Esher C of E High School

Terms and Conditions for Educational Trips & Visits

1. Introduction

1.1 This document sets out the terms and conditions governing school trips organised by Esher C of E High School. These terms and conditions apply to all students, parents/guardians, and staff participating in the trips. By participating in a school trip, all parties agree to adhere to these terms and conditions.

2. Trip Selection Process

2.1 Over-subscribed Trips: In the event that a trip receives more applications than available spots and is unable to increase the number of participants, the selection process will be based on random selection. This ensures fairness and equal opportunities for all students.

2.2 Reserve List: In situations where applicants are unsuccessful in securing a spot for a school trip, we implement a reserve list. Here are the details:

- a) Eligibility for the Reserve List:
 - Unsuccessful applicants who have made a payment (where applicable) will automatically be placed on the reserve list.
 - This ensures that those who expressed interest and commitment are given priority if additional spaces become available.
- b) Random Order Placement:
 - To maintain fairness, reserve list positions are assigned randomly.
 - We use a transparent process to ensure equal opportunities for all eligible students.
- c) Availability of Places:
 - Should a place become available due to cancellations or other unforeseen circumstances, we will offer it to the next student on the reserve list.
 - We notify parents promptly when such opportunities arise.
- d) Timely Communication:
 - Our school administration communicates directly with parents of reserve-listed students.
 - Parents will receive clear instructions on how to proceed if their child is offered a place from the reserve list.

2.3 Omission of Students with Poor Behaviour Records: Students with poor behaviour records may be omitted from the random selection process. This decision is made to ensure the safety and well-being of all participants during the trip. The school reserves the right to assess behaviour records and exclude students who pose a risk to themselves, others, or the successful completion of the trip.

3. Discretionary Selection Criteria

3.1 Specific Group Make-Up Requirements: In certain circumstances, the school may exercise discretion in selecting participants based on specific requirements for the group make-up. These requirements may include the type of activity or the gender of the pupil.

3.2 Discretionary Selection Process: The school will assess the specific requirements of the trip and select participants accordingly. This process will be conducted fairly and without bias, taking into account the best interests of all students and the successful implementation of the trip.

4. Application and Payment

4.1 Application Submission: Students and parents/guardians must submit a completed online application form by the specified deadline to be considered for participation in a school trip. Late applications may not be considered.

4.2 Non-Refundable Deposit: A non-refundable deposit, as specified in the trip information provided, must be paid at the time of submitting the application. Failure to pay the deposit may result in the application being deemed incomplete and rejected.

4.3 Surcharges: Travel companies often reserve the right to apply a surcharge for a trip after payment has been received. This tends to be for expenses such as increase in fuel costs, additional activities, airport taxes, etc. This very rarely happens, however if this is the case the school may pass this cost on to parents/carers in order that the trip remains financially viable.

4.4 Final Payment: The full payment for the trip must be made by the specified deadline. Failure to make the payment may result in the student's place being offered to another applicant.

5. Confirmation and Cancellation

5.1 Confirmation of Participation: Successful applicants will be notified of their acceptance and provided with details of the trip, including the date, destination, itinerary, and any additional requirements.

5.2 Cancellation by the School: The school reserves the right to cancel a trip due to unforeseen circumstances or insufficient participation. In such cases, all payments made by participants will be refunded in full.

5.3 Cancellation by Participants: If a participant wishes to cancel their participation in a trip, a written notification must be submitted to the school. Refunds for cancellations will be subject to any non-refundable costs incurred by the school on behalf of the participant.

6. Code of Conduct

6.1 Behaviour Expectations: All participants are expected to adhere to the school's code of conduct during the trip. Any violation of the code may result in disciplinary action, including immediate return from the trip at the participant's expense.

6.2 Supervision and Guidance: Participants are required to follow instructions provided by the trip leaders and staff at all times. Failure to do so may result in removal from the trip.

7. Health and Safety

7.1 Medical Information: Parents must provide accurate and up-to-date medical information to the school which is to be disclosed on the online trip application/consent form. This information will be treated confidentially and used to ensure appropriate medical care and attention during the trip.

7.2 Medication: All medication provided by parents must be clearly labelled with directions for administration to students. Medication will be kept safe and held by supervising staff. Students are strongly advised not to self-administer any medication as per our supporting pupils with medical needs policy.

8. Liability and Insurance

8.1 Limitation of Liability: The school, its staff, and representatives will take all reasonable precautions to ensure the safety and well-being of participants during the trip. However, they will not be held liable for any personal injury, loss, or damage to personal belongings that may occur during the trip.

8.2 Insurance: Students and staff going on trips are automatically covered by the Enlighten Learning Trust insurance and on residential trips additional insurance is often included through the travel company the school have booked with. Should a claim need to be made against the insurance for any reason, it is the parents/guardians who are responsible for paying the excess that applies to the policy.

9. Headteacher's Discretion

9.1 The Headteacher reserves the right to make decisions regarding the participation of any student in a school trip if they deem it necessary and reasonable. Such decisions may include the removal of a student's place on the trip.

9.2 The Headteacher's decision will be based on factors such as the student's behaviour, attendance, academic performance, or any other relevant considerations that may affect the successful and safe execution of the trip.

9.3 The Headteacher will communicate any decision to remove a student from the trip to the student and their parents/guardians, providing reasons for the decision and any available alternative arrangements if applicable.

By participating in a school trip, all parties acknowledge and accept the Headteacher's authority to make such decisions, understanding that they will be made in the best interests of the student and the overall success of the trip.

10. Refund Policy for Removal from Trips

10.1 In the event that a student's place on a trip is removed by the Headteacher or the school due to reasons outlined in clause 9, the school will make every effort to provide a refund for the trip fees paid by the student or their parents/guardians.

10.2 However, it should be noted that in the majority of cases, the school may not be able to refund the full or partial amount of the trip fees. This is due to non-refundable costs incurred by the school on behalf of the student, such as transportation, accommodation, activity bookings, and other trip-related expenses.

10.3 In exceptional cases where a replacement student is available or sourced by the school to fill the vacant spot, a refund may be considered. The refund amount, if applicable, will be based on the non-refundable costs already incurred at the time of the student's removal from the trip, minus any additional costs associated with the replacement student.

10.4 The school will assess the situation on a case-by-case basis and determine the refund amount, if any, taking into account the availability of a replacement student and the associated costs.

10.5 The school will communicate the refund decision to the student and their parents/guardians in a timely manner, providing a breakdown of any non-refundable costs, any additional costs related to the replacement student, and the refund amount, if applicable.

Please note that the refund policy may vary depending on the specific circumstances of each trip, and the school will make every effort to be transparent and fair in handling refund requests.

By participating in a school trip, all parties acknowledge that they have read, understood, and agreed to comply with the terms and conditions outlined in this policy.