



Wakefield Grammar School Foundation

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CHANGE RECORD - REVIEW PERIOD 1 YEAR

Version	Date	Change details
V1.08	Oct 2021	EVC's Ian Kirby
V2.02	Nov 2022	Updates, J Cocker, EVC's Ian Kirby
V2.03	Oct 2023	JC updated re charging , EVCs, Ian Kirby
V2.04	Nov 2024	Updated DJE and JC
V2.05	April 2025	VW, JT, DJE Policy updated

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WGSF Educational Visits Policy

1. Overview

- 1.1 Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.
- 1.2 Trip Eligibility and inclusivity - Educational visits are available to all pupils who are on roll at WGSF. Year 13 pupils are not allowed to attend visits once they have completed their final exams. All visits should be **inclusive**, organised accordingly, with particular consideration being given where possible to any pupils with a disability, especially when selecting venues and organising transport. It is also important that trips are planned to offer a range of experiences, whilst providing **value for money**.
- 1.3 This policy on educational visits and trips applies to all schools within the Foundation (WGSF) and has been written with reference to the:
- [DfE Health and Safety: responsibilities and duties for schools](#) (5 Apr 2022)
 - [DfE Health and Safety on Educational Visits](#) (26 Nov 2018).

These publications are supported by the Health and Safety Executive publication:

- [School trips and outdoor learning activities: Tackling the health and safety myths](#).

- 1.4 Other WGSF Policies to be read in conjunction with this policy are:

- [WGSF Health and Safety Policy](#)
- [WGSF First Aid and Medical Information Policy and Procedures](#)
- [WGSF Behaviour Management Policy](#)
- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Transport Policy](#)
- [WGSF Data Retention Storage and Disposal Policy](#)
- [WGSF Additional Parental Charges](#)

2. Procedures

2.1 Individual School Procedures:

- responsibilities for visits including pupil behaviour
- planning, completion of risk assessments and first aid
- supervision
- preparation for pupils, including any special / medical needs
- communication with parents and consent
- transport
- insurance cover
- different types of visit including visits abroad if appropriate
- emergency procedures including contact details and permission for emergency medical treatment if parents cannot be contacted
- Financial viability of the proposed visit
- Assessment of the suitability of suppliers

In addition, staff are expected to follow additional advice and guidance from the government regarding local conditions impacting on travel.

Please see Appendix 1 - Checklists for Trips and Visits Planning

2.2 Guidance of Outdoor Education and Off-Site Visits

This policy requires all staff within the Foundation to adhere to the [OEP National Guidance](#). This document provides clarification and interpretation of aspects including supervision, minibuses, approval procedures etc.

2.3 Procedures for Joint trips

Staff must complete the initial planning on EVOLVE and send it to relevant Education Visits Coordinator (EVC) who will liaise with the EVC in other Foundation schools. Staff must wait for approval from all schools before proceeding with bookings.

2.4 Supervision

- 2.4.1 On all visits there must be effective supervision. The levels of which have been approved by the EVC and Head in line with this policy. Guidance on staff pupil ratios is as follows:

EYFS, FS1 (Nursery) / FS2 (Reception)	1 adult for every 4 pupils
Years 1-3	1 adult for every 6 pupils
Years 4-6	1 adult for every 10-15 pupils
Years 7 and above	1 adult for every 15-20 pupils

- 2.4.2 Factors that should be considered are known as the acronym **SAGED**:

Staff e.g. experience, competence etc.

Activities - e.g. adventurous

Group eg type of group, mixed, age etc.

Environment e.g. remote, local, mountainous etc.

Distance eg local, national, international

Other factors which may be considered:

- First aid cover available
- Type of accommodation
- Third party provider provision

2.5 Volunteers

Occasionally volunteers known to the school (ex-members of staff or spouses of members of staff) may be asked to provide supplementary staff supervision. This must be approved by the Head in advance and all such individuals will have had **Disclosure and Barring Service**

(DBS) checks if the visit involves an overnight stay. The trip leader must liaise with the EVC regarding any volunteers. EVCs will review the volunteer list annually and liaise with HR and Digital Services to update this list.

2.6 Children of staff members

- 2.6.1 Staff taking their own children, who are current pupils of the Foundation, **should not** be included in the calculation of the overall staff ratio i.e. there must be sufficient appropriately qualified and experienced staff to safely manage the group without them if necessary. Staff should not take their own children on school trips (external to the Foundation.)
- 2.6.2 The Head / Director of Finance and Operations must specifically ensure if insurance cover is in place for the child/children of the staff concerned (the Health and Safety Manager may advise on this).

2.7 Pupils with medical Needs

In exceptional circumstances, there may be some pupils who have specific medical needs that will require a specific risk assessment or additional insurance disclosure. This will be guided by each school's DSL/School Nurse in liaison with the Health and Safety Manager.

2.8 Suitability of Providers of trips/visits

- 2.8.1 All visits will have a clear, recorded educational, cultural or pastoral purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures and **must be financially viable**.
- 2.8.2 Significant trust is placed on Educational Visit suppliers by the Foundation, staff and by parents. To ensure that we are working with suitable providers an approved provider list (WGSF Due Dilligence EVC list) is maintained. Educational visits may be booked with approved providers without further checks, however, if concerns are raised during the booking process or during a visit then these should be raised with the Educational Visits Committee and approved status may be withdrawn. The procedure for assessing suppliers and making amends to the approved supplier list is managed by the Director of Finance and Operations (DFO).
- 2.8.3 Providers may be added to the list by making this request to the DFO or Compliance Manager who will then undertake approval checks and notify the requestor once the provider is approved. Checks will be undertaken on a periodic basis to be determined by the DFO and in proportion to the provider's provision.

Providers on the approved list are assessed for:

- **Organisational reputation** - they are a genuine company or organisation with a record of successful provision. This might be evidenced through industry recognition schemes eg ATOL, ABTA and LOtCQ badge membership, website presence, Companies House checks, provision of insurance documentation;
 - **Financial viability** - they have sufficient financial strength to provide the services being procured. Evidenced by Companies House checks.
 - **Data protection compliance** - they have appropriate policies and practices to ensure the security and good management of personal data.
- 2.8.4 Checks undertaken will be appropriate for the type of trips provided. Locally provided, day time trips with minimal costs would be less rigorously reviewed than residential, activity based trips abroad.

- 2.8.5 **Contracts should not be signed, nor deposits paid, nor trips confirmed with parents until the provider has been added on to the approved provider list.**

2.9 Management of visits

The Foundation operates regular Foundation EVC meetings. Such meetings are designed to share best practice, increase collaboration and quality assure all systems and procedures in conjunction with current legislation/government guidance. The meetings are attended by the EVCs from all foundation schools, the Director of Finance and Operations, Health and Safety Manager and the Foundation's external visits consultant who is a member of the OEAP.

2.10 Managing Risk

- 2.10.1 All appropriate risk assessments must be completed and signed off (by the Foundation's Health and Safety Manager) in advance of a trip taking place.
- 2.10.2 EVCs (who are trained and appointed to support the Head in each of the Foundation schools) are responsible for ensuring that all educational visits and trips take place within a controlled, secure and legal framework and that individual and group safety remains the primary focus.
- 2.10.3 The Foundation uses the web-based system '**EVOLVE**' to facilitate the robust planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is managed by their school's EVC. As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history etc.
- 2.10.4 Approvals for visits run on two levels:

Lower risk / routine visits	e.g. Local park, local shops, towns, theatre, theme parks within normal school / service hours and part of the normal curriculum.	Trip sign of process on Evolve <ol style="list-style-type: none"> 1. Health and safety manager 2. EVC 3. Head <p>Final approval lies with the Head.</p>
Higher Risk Visits	e.g. Residential, adventurous activities, as defined in the Guidance For Outdoor Education and Adventurous Activities (EVOLVE - Resources – General Advice and Guidance), or any activity close to natural water (sea, rivers, lakes, reservoirs).	Trip sign of process on Evolve <ol style="list-style-type: none"> 1. Health and safety manager 2. Scrutinised by the independent technical advisor* 3. EVC 4. Head <p>Final approval lies with the Head.</p> <p>*The independent technical advisor is a member of OEAP.</p>

- 2.10.5 Tracking Devices - For safeguarding and privacy reasons, the use of AirTags or any similar tracking devices to monitor children during school visits is not permitted. If an AirTag is found, it will be disabled. This aligns with Apple's Terms of Use, which prohibit tracking individuals without their consent.

2.11 Managing significant public health concerns

- 2.11.1 The Foundation recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.
- 2.11.2 The Foundation must ensure staff are aware of any local restrictions applicable to countries they are visiting or travelling through. In response to significant public health concerns, including pandemics, the Foundation will adopt health and safety arrangements that follow the requirements given by the DfE, PHE and other recognised Governing bodies and the Health & Safety legislation, and in consideration of Government Guidance given in the Living safely with COVID-19 and other respiratory infections.
- 2.11.3 Good health and safety management will be an integral part of the way that the Foundation operates and will be considered across all work activities and across the wide range of educational activities delivered.

2.12 Charging Policy

- 2.12.1 To ensure consistency of charging, reference should be made to the [WGSF Additional Parental Charges policy](#). In brief, this policy states:

Essential visits No parental charges will be made.	<ul style="list-style-type: none"> • Attendance is expected • Required by exam boards • In Head of Department's view it is essential to ensure an understanding of a topic or part of a specification • Participation in national competitions 	Examples: <ul style="list-style-type: none"> • a geography or biology field trip • participation in a national sporting competition • the final stages of an academic competition.
Desirable visits Proportional and reasonable charges may be made but the Foundation will aim to minimise costs, and should funding be available, will subsidise a proportion of the costs.	<ul style="list-style-type: none"> • Attendance encouraged but not essential • In Head of department's view is not mandatory but worthwhile visit that encourages understanding of a topic • In Head of Year's view is not mandatory, but worthwhile trip to support pastoral and well-being outcomes • Participation in non mandatory competitions 	Examples: <ul style="list-style-type: none"> • a theatre visit to better understand an English text • a residential year group visit.
Optional visits	<ul style="list-style-type: none"> • Entirely optional • No educational advantage 	Examples: <ul style="list-style-type: none"> • A ski trip

Parents will be fully responsible for the costs.	<ul style="list-style-type: none"> • Recreational benefits that otherwise they may not experience 	<ul style="list-style-type: none"> • Sports Tour
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- 2.12.2 **Governor approval for any visit that includes an individual parental charge of over £1,000, or a total trip payment over £15,000, is required before any booking confirmations are made.**
- 2.12.3 Where a charge is to be made to parents, communication of the charges, cancellation refund policies and the optional nature of the charge should be clearly communicated at an early stage. Parents should be made aware of options for pupils if they chose not to participate in a desirable visit. This may include alternate learning arrangements. Parents should also be informed that if insufficient funds are raised then a desirable or optional visit may be cancelled.
- 2.12.4 Financial assistance for desirable and optional visits is not generally available. However, a parent may raise a financial request or raise a concern with either the Head or Director of Finance and Operations.
- 2.12.5 The School may refuse to allow participation in 'optional' or 'desirable' visits (where additional costs are incurred) if a pupil has unpaid school fees.
- 2.13 Non refundable deposits will not be refunded in any circumstances.
- 2.14 If a pupil withdraws from a visit, refunds will only be possible if the place is filled by another pupil or if costs can be recovered through a valid insurance claim. Parents may be required to pay any non-recoverable costs.

3. Staff Key principles / Roles

3.1 Role of EVC

The EVC will:

- support the Head in the process of approving visits
- ensure, as far as possible, visits are spread through different age groups and the school year
- help staff involved with organising tours
- check parental consent forms
- keep records of previous visits, including details of accidents and incidents

3.2 Nominated Trip Leader

- 3.2.1 Every planned trip or visit will have a nominated Trip Leader who is responsible for organising and running the trip/visit. A deputy Trip Leader will also be named, where possible.
- 3.2.2 The Trip Leader will work with the EVC as necessary and will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Trip Leader will assume full responsibility during the visit, including ongoing risk assessment. All trip leaders may secure further technical advice from the WGSF Technical Consultant.

- 3.2.3 It is the responsibility of the Trip Leader to ensure that all visits are financially viable and that all costs are covered and budgeted for from the outset.
- 3.2.4 The EVC must check all preparations are in place and ensure that the Trip Leader and other accompanying staff have the ability, experience, training and health to undertake the responsibility of the care and welfare of pupils in a different environment.
- 3.2.5 The EVC will hold a briefing session for all those nominated as a Trip Leader, which will cover:
- (a) conducting risk assessments
 - (b) emergency procedures
 - (c) school insurance cover
 - (d) budgeting for visits
 - (e) circumstances when a trip may be terminated
- 3.2.6 The Trip Leader will hold a valid first aid certificate or ensure that one of the accompanying teachers does.
- 3.2.7 The Trip Leader should speak with relevant pastoral/ safeguarding leads before the visit departs to raise awareness of specific pupils.
- 3.2.8 Where a school minibus is used, the driver must have the appropriate qualifications. Other than for short journeys a second qualified driver should be present.
- 3.2.9 Where the school visits a residential or outdoor activity centre, the Trip Leader can reasonably allow children to be supervised by the centre's own staff, provided that they are satisfied that they are able to do so safely. To assist with this process the activity centre's Safety Management Plan and Risk Assessment should be carefully analysed. Where an LOfC Quality Badge has been awarded, this is not required. Similarly, if teachers have taken reasonable steps to ensure that the premises where children stay are safe, then, in normal circumstances, no more needs to be done.

3.3 All Staff

All staff organising a journey or education visit must follow this policy and the Foundation's agreed procedures at all times. All staff should note the following:

- The standard of care required of a teacher is that, which from an objective point of view, can reasonably be expected from teachers generally applying skills and awareness of children's problems, needs and susceptibilities.
- The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do (see Appendix 2).
- The law demands that each teacher will maintain a standard which a caring teaching profession would expect of itself.
- A teacher must ensure supervision of the pupils throughout the journey or visit as professional standards and common sense demand.
- There should be adequate first aid training - either on the trip or contactable.
- Reasonable steps must be taken to avoid exposing pupils to dangers which are foreseeable and beyond those with which the pupils can reasonably be expected to cope.
- The need for direct supervision has to be judged by reference to the risks involved in the activity being undertaken. Instructions given to pupils are not always enough. The possibility that they may disobey has to be taken into account together with the risk they may encounter if they disobey.

- A critical incident plan and emergency contacts should be attached to the risk assessment.
- Teachers should not participate in a journey or visit which they believe is not being adequately prepared and organised.
- All staff who plan overseas visits must ensure they are conversant with the local protocols, particularly around any water activities. This may be by seeking clarification from a third party provider such as a tour operator.
- All staff who plan overseas visits need to be aware that they are working in a different legal jurisdiction and that they must comply with their regulations.
- All staff need to ensure that pupils are well behaved throughout the visit. Normal behaviour management processes are to be followed, e.g. normal classroom management, warning, demerits; and also use of merits and other appropriate rewards. Where there are incidents of poor behaviour, incidents should be investigated as soon as practically possible and sanction applied on the trip or after if appropriate. Senior staff should be contacted and kept informed for serious cases of misbehaviour. Staff can use a full range of sanctions outlined in the School's Behaviour Policy, including pupils missing parts of the trip e.g. evening activity or a treat or being collected by parents/ guardians.

4. Parental notification and consent

- 4.1 Informed parental consent is required for all educational visits for all pupils whilst they are on the school roll. **If no parental response is received (despite attempts to make contact) staff should seek advice from EVC.**
- 4.2 Parents will be given sufficient written and supplementary information about an educational visit to enable them to make an informed decision and give written consent together with medical and emergency contact details. Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents will be arranged.
- 4.3 Expectations with regard to behaviour and codes of conduct will be explained to parents. Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

Parents will be notified in advance of:

- a child attending a day out on a trip/visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups. Parents of pupils opting for trips will be invited to attend a parents briefing or drop in.

Individual written consent will be obtained where pupils are taken on a trip or visit that:

- extends beyond the 'normal school day
- involves an overnight stay
- collection from a different venue
- overseas visit
- extra cost to a parent

Note: standard letter format to be used by staff. **See Appendix 5 and 6**

5. Pupils' Behaviour on School Trips

- 5.1 The Foundation has a high expectation of the pupils while away on school visits (including residential). pupils are expected to show respect towards teachers, other staff, fellow pupils and members of the public. Any disruptive, rude or inappropriate behaviour is contrary to the School's values. **See Appendix 3: to include in trip letters/presentations**
- 5.2 Wherever appropriate, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- 5.3 Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- 5.4 While on school visits, **all school rules remain in place**. Including;
- The appropriate use of mobile phones / social media.
 - pupil are responsible for their personal belongings
 - pupils ensure they do not bring prohibited items and should consider not taking valuable items.
 - Alcohol or other drugs **must not** be consumed.
 - pupils must also adhere to all instructions given by staff and follow the rules of the venue(s) we are visiting.
- 5.5 Failure to comply with expectations may result in disciplinary action as per the **School's Behaviour Policy**, both during and after the trip, as appropriate. This includes the possibility of being sent home early. In such cases, parents / guardians will be contacted, and parents/guardians may be required to arrange and pay for their child's return. Poor behaviour or failure to follow instructions on an overseas trip can potentially be far more difficult to deal with for staff and can seriously compromise the safety of other children. For this reason, pupils and parents should expect that the school may treat poor behaviour on a residential or overseas visit as being more serious than the same poor behaviour occurring in school, where there are many more staff able to deal with an incident.
- 5.6 Where a pupil's behaviour on a school visit causes concern, the school reserves the right to consider, very carefully, whether that pupil is allowed to join other visits in the future.

6. Personal Liability

- 6.1 The Trip Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- 6.2 The school as the employer of the Trip Leader will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.
- 6.3 Liability goes with fault. In the case of a pure accident no-one bears liability and this is covered by 'no fault' insurance.
- 6.4 Employers have 'vicarious liability' for the negligence of their employees at work. This means generally that the employer takes responsibility if employees do not fulfil their safety obligations at work properly. Where a claim is made following an accident and there is a suggestion of negligence on the part of the teacher, the claim will most likely be made against the governors. If, however, a teacher is guilty of gross negligence (through drunkenness for example) a right of recourse exists for the governors against the teacher.

7. Insurance

- 7.1 The school has Employers Liability Insurance of £25m and Public Liability Insurance of £30m.
- 7.2 It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.
- 7.3 The EVC and/or Trip Leader should check with the Director of Finance and Operations when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required.
- 7.4 The Trip Leader should ensure that they have a copy of the school travel insurance with them on the trip.
- 7.5 Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy. Staff must inform the Estates Department if using their own car.

8. Illness or minor accidents

- 8.1 If a pupil has a minor accident or becomes ill, the Trip Leader, or another member of staff, will take them to the local hospital or clinic. If the trip is outside the UK, they will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. The Trip Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises (see 8.2).

8.2 Communication with Parents due to injury or incident

- 8.2.1 When considering what communications to make with parents, staff should consider the following guidance:
 - In the event of injury/illness/incident, staff members should contact parents **FIRST** (i.e. before pupils call parents), and **as soon as practically possible**.
 - EVC and designated SLT to be informed about the incident as soon as practically possible.
 - Where applicable, pupils can speak to parents at this time or at a later date (video call may be appropriate).
 - Regular updates to be provided to parents when there have been actions / changes - medical appointments arranged, treatment given, also regular communications, as appropriate, to confirm that there is "nothing further to update".
 - Communication where possible to be by phone call rather than text, whatsapp or email, with key actions communicated also by email.
 - Secondary communication to be considered where appropriate, e.g. when the pupil is back in normal activities and enjoying themselves.
 - Communication may be delegated to other members of staff on the trip to allow trip leaders to manage the visit.
 - On return / collection: Trip leader to debrief parents regarding health / pastoral matters which have occurred on the trip.
 - Record of parental communication to be kept as per school policy and to be logged on CPOMS and DSL updated

8.2.2 Staff are asked to be mindful when contacting parents and/or recording incidents.

9. Emergency procedures

9.1 In the event of a serious accident resulting in the injury (or death) of one or more of the pupils and staff, the Trip Leader's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

9.2 After ensuring that the rest of the group are safe and looked after, the Trip Leader will:

- inform the Head or on-call member of the SLT of what had happened.
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head are maintained.
- arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- a full record should be kept of the incident, the injuries and of the actions taken.

9.3 Where appropriate the Foundation's Critical Incident Plan will be implemented.

9.3.1 Where possible, communication with the media should be left to the Head / Executive Group. The Trip Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

10. Delayed return

10.1 If the return from a visit is delayed, the Trip Leader will phone the school office, or the named SLT contact (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

11. On Return

11.1 On return, the GL will:

- provide the EVC with a report on the visit.
- return all school property (together with a report of any lost or damaged property).
- instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- return any unused cash or travelers' cheques to the Bursar. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
- produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

12. Report for Governors

12.1 The EVC will prepare a report for GEC meetings.

Appendix 1: Checklist for Educational Visits

EVOLVE No:

Visit to: Dept: No of B: G:
 Group Leader: Deputy GL: Staff:
 Date(s): Timings: Cost pp

PRE OUTLINE APPROVAL (12 months prior for residential/ 2 terms prior for day trips (as much as practically possible)

1. Check calendar and due diligence list See the EVC Due Diligence Checklist . And travel advice of the Foreign and Commonwealth Office depending on the location.	
2. Residential discussions with EVC to discuss key elements (SAGE) previous experience and requirements (JT/DJE/EG). Visit must have 3 quotes and the Finance Officer (JG) informed.	
3. Governor approval is required for trips that are over £1000 pp or where the total cost is over £15,000	

Start EVOLVE

Go to EVOLVE and add the Add Visit tab for outline approval.	
Subsequently complete the detailed trip information asking for Name/Type/ Purpose/Dates/Venues/External Providers/Travel/Staff/Attendees/ etc.	
Letter to parents (See linked proforma) , consent from parents gain, if required Consent via annual data collection. - Routine visits/ Low risk visit, broadly within the school day. Parents to be informed of the details of the visit via letter. Specific Consent required - Higher risk activity/ residential visits, remote supervision or where there is a charge incurred to parents	
Ask the Activity centre for Public liability insurance and risk assessment . Confirm what provider is responsible for to inform the school RA. Centre RA and PL added to Evolve.	
Completed Risk Assessment(s) should be added to EVOLVE for H&S Manager (JG) to approve. This applies to internal RA's and those of external providers.	
Book / confirm Transport - a) School/Foundation minibus - See linked Firefly page b) Coach / train – Office/ Finance	
Book / confirm Accommodation (if applicable) – using approved tour operator(s) where possible. See due diligence list	
Upload letters/ insurance docs. (Letters should include a payment timeline & cancellation charges)	
Complete <u>Medical / Emergency Contact details in consultation with matron.</u>	

<u>The pastoral deputy/ HoY to be consulted on safeguarding/ SEN or pastoral matters</u>	
Cancel lunches / request <u>packed lunches</u> (if needed) from Kitchen (See linked Firefly form)	
<u>School Phone</u> - liaise with Digital Services to patch a number to your phone	
<u>School Credit card</u> arranged with School Finance department (JAG)	
<u>Cover</u> – complete request for absence.	
Pupil /Staff Away from Lessons will be communicated to staff via CW/ JH If missing during registration Tel CW/JH to confirm pupils attending in school hours or text/ email JT or DJE	
<u>Pupils/ Parents Briefing</u> - Pupils should be fully briefed prior to any visit (timing, dates, purpose, kit etc). Parents meeting or drop in is required for all residential visits.	
Once the trip has been approved by the Head, it will turn green on the EVOLVE calendar. Following the trip, all documentation must be collected and destroyed by the trip leader. For more adventurous visits check will be made by an external consultant y - (ExAp)	

- The office will print off Trip Packs for Visit Leaders, a trip pack will be left in the Trips Tray in the school office and copies will be given to SLT.
- Joint Visits. The offices will send a copy of the paperwork to the other school. Trips will be managed by the EVC of the trip leaders school.

Outside school hours confirm departure / return by text to EVC @QS/WS

Further guidance on planning and running trips/ visit can be found on the [OEAP National Guidance](#) or by viewing the [ISBA checklist for Visit Planning](#)

Appendix 2: Health and Safety: Responsibilities and Powers

These regulations are contained in the *Health and Safety at Work Act (1974)* and set out the legal framework, under health and safety law, in which employers and employees work and the powers, under education law, which help employers and employees to ensure compliance. They apply to all educational visits. The employer retains overall responsibility for health, safety and welfare. In other words, the Foundation is legally responsible for the health and safety of educational visits. Employees also have significant responsibilities as follows:

- Take reasonable care of their own and others health and safety.
- Cooperate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

A teacher has a Common Law Duty of Care. This means that:

- A teacher has a duty of care for young people under their supervision.
- A higher duty is expected of teachers as a result of their specialised knowledge.
- The age of the young person and the nature and location of the activity help to determine the degree of supervision required.

With reference to any civil claims of negligence made against a teacher, an injury or damage that may not be reasonably foreseeable is deemed to be an accident. Foreseeable is defined as something that has happened in the past of which the supervisor has knowledge or something that one can visualise happening. Negligence may arise from the lack of due care.

The questions likely to be asked in a court of law are:

- Was there a duty of care?
- Was there a breach of that duty?
- Did harm result directly from the failure to exercise reasonable care?

Should the answer to all three questions be "Yes," then most probably negligence did occur.

Appendix 3: To include within letters / presentations to parents for residential visits

Behaviour on School Trips

“We have a high expectation of the pupils while away on school visits. pupils are expected to show respect towards teachers, other staff, fellow pupils and members of the public. Any disruptive, rude or inappropriate behaviour is contrary to the School’s values. While on school visits, all school rules remain in place”.

This includes the appropriate use of mobile phones / social media. Each pupil is responsible for their personal belongings and must ensure they do not bring prohibited items and should consider not taking valuable items. pupils must also adhere to all instructions given by staff and follow the rules of the venue(s) we are visiting.

Failure to comply with these expectations may result in disciplinary action as per the **School’s Behaviour Management Policy**, both during and after the trip. This includes the possibility of being sent home early. In such cases, parents / guardians will be contacted immediately.

Poor behaviour or failure to follow instructions on an overseas trip can potentially be far more difficult to deal with for staff and can seriously compromise the safety of other children. For this reason, pupils and parents should expect that the school may treat poor behaviour on a residential or overseas visit as being more serious than the same poor behaviour occurring in school, where there are many more staff able to deal with an incident.

Where a pupil's behaviour on a school visit causes concern, the school reserves the right to consider, very carefully, whether that pupil is allowed to join other visits in the future.

We trust that with your support, this trip will be a positive experience for all involved. Please remind your child of the importance of adhering to these guidelines to ensure the trip runs smoothly.

Appendix 4: Wakefield Grammar School Foundation - Educational Visits - Terms and Conditions

At Wakefield Grammar School Foundation (WGSF), we are committed to offering our pupils a diverse and enriching programme of educational visits. These visits form an essential part of our curriculum, fostering personal growth, teamwork, and an understanding of the wider world. Below are the terms and conditions for participation in these visits, which should be read in conjunction with the Parental Contract and the Educational Visits Policy (both available on the website <https://wgsf.org.uk/policies/>). By confirming your child's place, you agree to these terms.

Available visits

We operate a large number of day trips and residential visits throughout the Foundation ranging from visits to the Wakefield Theatre to multi-week sports tours and expeditions. We will communicate in writing an overview of the day trips and residential visits available to all pupils at the start of an academic year and to assist with planning, we will provide information on upcoming residential visits for the academic year prior to the trip.

Applying for a place

Information about trips is sent to parents by School Post, with payments being made on ParentPay. To apply for a place parents are usually asked to complete an electronic reply (via School Post) and where applicable make a deposit payment (via ParentPay). We are unable to accept cash or cheques for trips.

Please note that sending payment is not a guarantee of a place. Some trips are oversubscribed and if we are unable to find a place for your child, we will of course refund your deposit. Allocation of places depends on the nature of the trip. For many trips we operate on a first-come, first-served basis, so an early application always helps, but we also need to ensure that the party is appropriate to the visit – for example, on ski trips we need groups of an appropriate size with differing abilities.

Payments

Once a place on a visit is confirmed a non-refundable deposit will be required to secure the booking. Parents/carers will be provided with a payment schedule to spread costs effectively and ensure timely payments for external bookings, ensuring the school has sufficient funds to pay provider invoices. Adherence to the payment schedule is essential to secure your child's place on the trip.

If payments fall behind the agreed schedule, the school reserves the right to withdraw the pupil from the trip unless exceptional circumstances have been communicated to the Trip Leader or Head of Year. In such cases, non-recoverable costs will remain non-refundable.

If a pupil's (and any sibling's) school fee account is in arrears, pupils may not be able to attend trips and visits which are classified as 'desirable' or 'optional' (where additional costs are incurred). pupils may participate in 'essential' visits, as these are curriculum-based and covered by departmental budgets, incurring no additional expense.

VAT is generally not currently chargeable for 'Educational' visits, however each trip will be considered in light of the latest guidance. Quoted prices include all applicable taxes and charges unless stated otherwise.

Withdrawals

If a pupil withdraws from a visit, refunds are only possible if the place is filled by another pupil or if costs can be recovered through a valid insurance claim. Parents/carers may be required to pay any non-recoverable costs. As already stated deposits are non refundable, even if a place is transferred to another pupil.

Payments beyond the initial deposit may incur cancellation charges as per the terms of the tour provider.

The timeline of charges will be shown on the initial trip letters and can also be made available upon request, this is usually on a sliding scale with the refund percentage reducing the closer to the trip departure date.

Cancellation due to pupils leaving the Foundation

The Foundation can only allow pupils who are on the school roll at the date of travel to participate in optional trips. Should a pupil initially intend to join a school trip but then later decide, or be required, to leave the Foundation for any reason, **their place on the trip will be withdrawn.**

Any refund of trip payments made will be subject to the terms and conditions of the trip booking agent. The Foundation will make best efforts to "resell" any place booked but should we be unable to do so, the cost of the trip, including any committed but unpaid future liabilities, for instance future payments where a trip has multiple payment stages, will be the parent's responsibility. **Non-refundable deposits will not be refunded in any circumstance.**

Refunds for Underspends

The school aims to break even on all trips. If an unexpected underspend occurs, refunds will be processed. Insignificant overspends will be used to support future residential visits.

Request for Additional Funds

There may be a requirement for the school to request additional payments from parents in the event of an unforeseen increase in costs.

Insurance

WGSF provides travel insurance for all pupils on educational visits. Parents/carers wishing to submit a claim must contact the Finance Office at: Wakefield Grammar School Foundation, Green House, Governor's Office, 158 Northgate, Wakefield, WF1 3UF. Email: finance@wgsf.net to obtain a claim form and provide supporting evidence (e.g., a medical professional's letter). A copy of the insurance policy is available upon request.

Refunds for costs recoverable through school insurance will only be processed once the insurer finalises and pays the claim. The insurance company will seek significant evidence to support any claim and may decline to consider a claim if alternate personal insurance is available.

Trip Cancellation

If a trip is cancelled due to circumstances beyond WGSF's control (e.g. adverse weather, global events), the school will endeavour to recover costs via insurance or the travel provider. Non-recoverable costs may not be refunded. If the cancellation is within the school's control, all costs, less nominal processing fees, will be refunded.

Classification of trips

In accordance with the WGSF Additional Parental Charges Policy (available on the website <https://wgsf.org.uk/policies/>), all trips will be classified as either **essential**, **desirable** or **optional**.

- **Essential** - No parental charges will be made for **essential** visits (ie those which are prerequisites of Teaching and Learning specifications). An example could be a geography or biology field trip, participation in a national sporting competition or the final stages of an academic competition.
- **Desirable** - Proportional and reasonable charges may be made for **desirable** visits. An example could be a theatre visit to better understand an English text, or a residential year group visit.
- **Optional** - Parents will be fully responsible for the costs of **optional** visits. An example would be a ski trip or sports tour.

Behaviour Expectations

WGSF maintains high expectations for pupils' behaviour during educational visits. pupils are expected to:

- Show respect towards staff, fellow pupils, and members of the public.
- Adhere to all school rules, including those regarding mobile phone and social media usage.
- Follow instructions given by staff and venue personnel.
- Take responsibility for their belongings, avoiding prohibited or valuable items.
- Refrain from bringing or consuming prohibited substances such as alcohol or drugs.

Failure to comply with these expectations may result in disciplinary action in accordance with the School's Behaviour Management Policy, both during and after the visit. This may include:

- Missing parts of the trip activities.
- Immediate removal from the trip (with parents/guardians responsible for collection or associated costs).
- Exclusion from future trips.
- Or for more serious incidents, suspension or exclusion, in line with the Behaviour/ Exclusion Policies

In the event of disciplinary action resulting in exclusion from activities or exclusion from future trips there will be no refunds of trip or activity costs and any non-refundable deposits for future trips will be forfeited.

The School Behaviour Policy can be viewed on on the Foundation web site <https://wgsf.org.uk/policies/>

Please note that inappropriate behaviour on residential or overseas visits may carry more serious consequences due to the heightened risks involved.

Risk Management

The safety and welfare of the pupil is our primary concern. Whilst on a trip the trip leader may determine that there are safety reasons meaning that either an individual or the whole group can not undertake an activity. In such cases, the trip leader will seek alternative activities. However, we cannot guarantee all listed activities will be available.

Supervision

Group supervision to be as per DFES publication "Health and Safety of Pupils on Educational Visits". Specific supervision will consider many factors including the staff experience, activities to be undertaken, the group attending the trip, the environment and the distance from school.

As pupils gain more experience, and as they get older, they are expected to behave more responsibly. They may be included in taking a role in planning part of a visit, and for all pupils having an awareness of safety. As part of this approach pupils may not necessarily be under the direct control of a teacher throughout a trip. Indeed as pupils get older there will be elements of a trip where they are under 'remote supervision' – in other words, travelling in a group of pupils, in contact with staff but not directly accompanied.

Tracking Devices - For safeguarding and privacy reasons, the use of AirTags or any similar tracking devices to monitor children during school visits is not permitted. If an AirTag is found, it will be disabled. This aligns with Apple's Terms of Use, which prohibit tracking individuals without their consent.

Medical, Welfare and Parental Contact Information

We keep an electronic database (called SIMS) of all pupils, containing data relevant to their schooling, and including diet and health information, plus contact numbers for parents and carers. We write to parents annually with a print out of this information for you to check. Staff organising trips will use this information, so if any details change, it is important for you to let us know as soon as possible. Please contact the relevant school office if any update is required.

Specific welfare of social issues/ concerns which may affect a child participation in a trip e.g. e.g bed wetting, sleepwalking, anxiety about being away from home, should be communicated and discussed with the trip leader as soon as possible.

The Trip Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment or medicine to be administered. For minor injuries e.g minor cuts and bruises parents won't be informed. If we can't get in contact with parents, staff will act in loco parentis to provide appropriate medical treatment.

All medicines must be provided to the trip leader at the commencement of the trip.

Passport, Visa and GHIC Requirements

It is your responsibility to ensure that your child has a valid passport and to provide any necessary documentation for visa applications as required. Passports must be valid for at least three months beyond the date of your visit e.g. Europe and Schengen Countries. Certain countries require passports to be valid for at least six months beyond the date of your visit e.g. Australia, USA and Canada.

Children who are not UK citizens must obtain a visa to enter a specific European country, several months in advance – don't wait until the week of travel. The process is lengthy and requires multiple documents in support. Pupils will have to go to a visa centre in person with their parents, for an interview and to have their fingerprints and photos taken.

UK Citizens will soon need a visa to enter the European Union (the ETIAS system), but as yet the visa scheme has not been launched and so a visa is not currently required.

If your son/ daughter does not have an EHIC card or it has expired, you can apply for a Global Health Insurance Card (GHIC). Further information can be found on the NHS website.

Consent forms

For local, routine, low risk visits and for sports fixtures (other than those with an overnight stay), your consent is provided via the annual data collection form.

For higher risk activity/ residential visits or where there is a charge incurred to parents e.g overnight residential, climbing, skiing etc, specific consent from parents/ guardians will be required.

Sharing of Data

The school may need to share details of your child with third parties either before or during the trip. The school will adhere to the published school privacy notice, available on the website <https://wgsf.org.uk/policies/>. Should personal data be requested that is beyond the parameters of the privacy notice we will notify you of this and request your specific consent.

If you have any questions about this information, please contact the specific trip leader or your child's school EVC.

Appendix 5 - Letter proforma - For Residential trips (Consent Required)

Dear Parents/Carers,

Re: Educational Visit to [Destination]

As part of our commitment to providing enriching learning experiences, we are pleased to inform you that [Year Group/Class Name] will be going on an educational visit to [Destination] on [Date]. This visit has been carefully planned to complement our current curriculum topic of [Topic/Subject].

This trip has been classified as a: (delete as appropriate)

Essential - Attendance is except those which are prerequisites of Teaching and Learning specifications). No parental charge will be made

Desirable - Attendance is encouraged and will support students academic or pastoral development. Proportional and reasonable charges may be made for desirable visits.

Optional - Entirely option, the trip will have recreational benefits. Parents will be fully responsible for the costs of optional visits.

Details of the Visit:

- Date: [Insert date]
- Departure Time: [Insert time]
- Return Time: [Insert time]
- Venue: [Insert destination, including address and postcode]
- Classification of visit (essential, desirable, optional)
- Total Cost
- Purpose: [Insert purpose of the visit, link to info on Evolve)
- Details of Destination(s): [Provide specific details about the destination and its significance to the curriculum]
- Activities: The visit will include [list activities]. These activities involve [details of what is required for participation and any associated risks].
- Parent Meeting details (Date, time, location, Information to be provided)

Practical Details:

- Clothing and Equipment: Pupils should wear [appropriate clothing, e.g., school uniform, weather-appropriate attire] and bring [specific items, e.g., packed lunch, water bottle, sunhat, or coat].
- Supervision: The visit will be supervised by members of school staff, maintaining a recommended adult-to-child ratio throughout the visit. Pupils are expected to follow staff instructions to ensure their own safety and that of others. At points throughout the visit pupils will be given free time and may be remotely supervised. During these times pupils will be given specific instruction on where they are able to go, groups numbers they are required to stay in and when and how to contact the school staff. Staff will be always located within the area the pupils are able to explore.
- For safeguarding and privacy reasons, the use of AirTags or any similar tracking devices to monitor children during school visits is not permitted. If an AirTag is found,

it will be disabled. This aligns with Apple's Terms of Use, which prohibit tracking individuals without their consent.

Payment Schedule and Registration:

There are (Add pupil numbers) places available on the trip. Registration is on a first-come, first-served basis, determined by the receipt of payment/deposit on ParentPay (not the return of an electronic consent form). **Trips which are oversubscribed and if we are unable to find a place for your son, we will of course refund your deposit.** Should the trip reach maximum capacity before the stated deadline, payments will be switched off to further pupils at this point.

To secure your child's place, we are asking for a non-refundable deposit of (add deposit amount) to be paid, at the latest, by (Add date) . Payments should be made via ParentPay. The payment schedule for the trip is below:

- **ADD PAYMENT SCHEDULE**
- Initial Non-refundable Deposit: (add payment amount) due by (Add date)
- Interim Payment: (add payment amount) due by (Add date)
- Final Payment: (add payment amount) due by (Add date)

Please be aware that withdrawal from the trip once deposits have been paid to (ADD TOUR COMPANY NAME) may increase the tour price for other families, and the following cancellation charges will apply:

- **ADD CANCELLATION SCHEDULE (Adjust dates and percentage)**
- Any time after booking: Forfeit all deposits paid
- 69-28 days before departure: 60% of the tour cost
- 27-14 days before departure: 80% of the tour cost
- 14 days or less before departure: 100% of the tour cost

Behaviour on School Trips

We maintain high expectations for all pupils while participating in school visits. Pupils are expected to demonstrate respect towards teachers, staff, fellow pupils, and members of the public at all times. Any behavior that is disruptive, rude, or inappropriate is considered contrary to the School's values.

All school rules remain fully applicable during school visits, and adherence to these rules is essential for the safety and well-being of all participants.

Should a pupil's behavior during a school visit give cause for concern, the School reserves the right to carefully review and assess whether that pupil will be permitted to participate in future visits.

Exclusions and Withdrawals

In the event of withdrawal, leaving the school, or exclusion, the school will endeavor to offer the place to another student. It will not be possible to offer a refund unless another student takes up the place or the cost is covered by a successful insurance claim. **Initial deposits are non refundable even if a place is transferred to another pupil.** If another

student does not take up the place, then reimbursement would be in line with the tour operator's cancellation policy. However, the school cannot guarantee to refund any irrecoverable monies already paid, such as those required to guarantee transport or accommodation. If sufficient payments have not been received, the school will request an additional payment from parents/carers.

The school reserves the right to exclude a student from a trip on the grounds of poor conduct or that their behavior presents an unacceptable risk. The final decision on whether a student's conduct results in them forfeiting their right to participate in a visit is made by the Head.

Passport and Visa Requirements

It is your responsibility to ensure that your child has a valid passport and to provide any necessary documentation for visa applications as required. Passports must be valid for at least three months beyond the date of your visit e.g. Europe and Schengen Countries. Certain countries require passports to be valid for at least six months beyond the date of your visit e.g. Australia, USA and Canada.

Children who are not UK citizens must obtain a visa to enter a specific European country, several months in advance – don't wait until the week of travel. The process is lengthy and requires multiple documents in support. Pupils will have to go to a visa centre in person with their parents, for an interview and to have their fingerprints and photos taken.

Should you have any questions or concerns regarding the visit, please do not hesitate to contact [Teacher's Name] via [Contact Method].

Thank you for your support in helping us provide these valuable learning opportunities for our pupils.

Yours sincerely,

[Your Name][Your Position]

Permission Slip

Educational Visit to [Destination][Date of Visit]

Child's Name: _____

Class/Year Group: _____

- I confirm that the medical/ dietary/ contact information stored by school is up to date
- I confirm that I will let the trip leader know of any welfare or social issues/ concerns which may affect the school visit e.g. bed wetting, sleepwalking, anxiety about being away from home.
- I have read and agreed to the [WGSF Educational Visits Terms & Conditions](#)
- I give permission for my child to attend the educational visit to [Destination] on [Date].

Appendix 6: Letter Proforma - For Day Trips (No consent required)

Dear Parents/Carers,

Re: Educational Visit to [Destination]

As part of our commitment to providing enriching learning experiences, we are pleased to inform you that [Year Group/Class Name] will be going on an educational visit to [Destination] on [Date]. This visit has been carefully planned to complement our current curriculum topic of [Topic/Subject].

This trip has been classified as a: (delete as appropriate)

Essential - Attendance is except those which are prerequisites of Teaching and Learning specifications). No parental charge will be made

Desirable - Attendance is encouraged and will support students academic or pastoral development. Proportional and reasonable charges may be made for desirable visits.

Optional - Entirely option, the trip will have recreational benefits. Parents will be fully responsible for the costs of optional visits.

Details of the Visit:

- Date: [Insert date]
- Departure Time: [Insert time]
- Return Time: [Insert time]
- Venue: [Insert destination, including address and postcode]
- Classification of visit (essential, desirable, optional)
- Purpose: [Insert purpose of the visit, link to info on Evolve)
- Details of Destination(s): [Provide specific details about the destination and its significance to the curriculum]
- Activities: The visit will include [list activities]. These activities involve [details of what is required for participation and any associated risks].
- Parent Meeting details (Date, time, location, Information to be provided)

Practical Details:

- Clothing and Equipment: Pupils should wear [appropriate clothing, e.g., school uniform, weather-appropriate attire] and bring [specific items, e.g., packed lunch, water bottle, sunhat, or coat].
- Supervision: The visit will be supervised by members of school staff, maintaining a recommended adult-to-child ratio throughout the visit. Pupils are expected to follow staff instructions to ensure their own safety and that of others. At points throughout the visit pupils will be given free time and may be remotely supervised. During these times pupils will be given specific instruction on where they are able to go, groups numbers they are required to stay in and when and how to contact the school staff. Staff will be always located within the area the pupils are able to explore.
- For safeguarding and privacy reasons, the use of AirTags or any similar tracking devices to monitor children during school visits is not permitted. If an AirTag is found, it will be disabled. This aligns with Apple's Terms of Use, which prohibit tracking individuals without their consent.

Cost (delete if there is no cost)

The trip cost £???. Please can the be paid by (include deadline)

Behaviour on School Trips

We maintain high expectations for all pupils while participating in school visits. Pupils are expected to demonstrate respect towards teachers, staff, fellow pupils, and members of the public at all times. Any behavior that is disruptive, rude, or inappropriate is considered contrary to the School's values.

All school rules remain fully applicable during school visits, and adherence to these rules is essential for the safety and well-being of all participants.

Should a pupil's behavior during a school visit give cause for concern, the School reserves the right to carefully review and assess whether that pupil will be permitted to participate in future visits.

Exclusions and Withdrawals

In the event of withdrawal, leaving the school, or exclusion, the school will endeavor to offer the place to another student. It will not be possible to offer a refund unless another student takes up the place or the cost is covered by a successful insurance claim. **Initial deposits are non refundable even if a place is transferred to another pupil.** If another student does not take up the place, then reimbursement would be in line with the tour operator's cancellation policy. However, the school cannot guarantee to refund any irrecoverable monies already paid, such as those required to guarantee transport or accommodation. If sufficient payments have not been received, the school will request an additional payment from parents/carers.

The school reserves the right to exclude a student from a trip on the grounds of poor conduct or that their behavior presents an unacceptable risk. The final decision on whether a student's conduct results in them forfeiting their right to participate in a visit is made by the Head.

Should you have any questions or concerns regarding the visit, please do not hesitate to contact [Teacher's Name] via [Contact Method].

Thank you for your support in helping us provide these valuable learning opportunities for our pupils.

Yours sincerely,

[Your Name][Your Position]