



## EDUCATIONAL VISITS: TERMS AND CONDITIONS

### Overview

Penwortham Girls' firmly believes in the educational benefits that participation in school visits can bring for students, for both curriculum enhancement and wider life experiences. However, we are only able to offer these opportunities by charging for visits. We aim to keep costs to a minimum and where appropriate, will offer the chance to pay via instalments. Where we do not receive enough payments to cover costs, the visit may have to be cancelled. Where a visit has not been paid for by the payment deadline, we reserve the right to withdraw a student from that visit. In accordance with our Debt Management Policy, we do not allow parents to get into debt to the school: this is for the benefit of both the parents and the school. Therefore, if a family owes the school any money for any service, we will not allow that family to access any other paid services from the school until the outstanding money is paid in full.

**At PGHS we believe that taking part in a residential visit is a privilege, not a right.**

Such opportunities are always over-subscribed, and we reserve the right to refuse or remove a student from such an event if they do not routinely adhere to our school rules and expectations (behaviour and uniform, for example). We will also refuse / remove a student from a visit if their attendance at school is not routinely matching school expectations. The only exception will be where attendance has been affected by underlying medical issues / exceptional circumstances, that the school has been made aware of.

### Visits Offered

#### Residential Visits

Every academic year there will be a booklet published outlining all available residential visits for the following academic year, which will be offered across different year groups. This booklet is published on the school website as well as being distributed as a paper copy to all students. The booklet will stipulate who the visit is for, number of places, approximate date and costs.

#### All other visits

In addition to residential visits, a variety of other day visits are offered throughout the school year and are advertised as and when the opportunities arise.

### Advertisement of Visits

All events, whether residential or day visits will be advertised to students and parents in the following ways:

- Email to parents

- Student bulletin during form time
- School newsletter
- Depending on the nature of the visit, it may also be published via assemblies and lessons.

### **Application process**

The visit leader will provide a detailed letter via Parentmail with specific information which will include confirmed dates and costings. At this stage we will be looking for expressions of interest.

All expression of interest forms should be posted directly into the **Visit Reply Return Box** by the date specified in the visit letter. Please note that late applications will not be accepted.

If the visit is oversubscribed, the following criteria will be considered:

1. Attendance on other visits (this is to ensure all students have fair access to enrichment)
2. GCSE option – if the visit is directly related to an option subject, those taking that subject will take priority. This will be made clear on the detailed letter provided by the visit leader.
3. Year Group – if a visit is open to a number of year groups, priority may be given the older students if this visit presents their last opportunity to attend this visit.

### **Confirmation of Place**

Once the places have been allocated, students will be offered a place via a Parentmail letter to confirm this, and the following conditions will apply:

#### Deposit / Payments

A **non-refundable** deposit will be required via Parentpay to confirm acceptance of the place by the specified deadline. Failure to pay this deposit by the deadline may result in your daughter's place being offered to another student. If your daughter no longer wishes to accept the place, please inform the visit leader or school office as soon as possible.

For more costly visits we will normally split the cost into a number of instalments to spread out the amount parents have to pay. Once you have paid the deposit and the visit leader has confirmed your daughter's place, you are liable for the **full cost** of your daughter's place on the visit (unless there is an amount which is not yet committed by the school).

We reserve the right to withdraw a student from a visit, when an instalment deadline has been missed. Refunds of amounts paid to date will depend on the place being filled by another student. We offer no guarantee of any refund and deposits are **NON-REFUNDABLE**.

Please contact the Assistant Business Manager if you are finding it difficult to meet payment deadlines.

Please note that for **ALL VISITS**, payment must be made in full before the visit takes place or we may remove your daughter from the visit and any payments made will not be refunded.

### Rooming

Please note that the allocation of rooms for residential visits will be the responsibility of the visit leader, and their decision will be final.

### **Behaviour**

A high standard of behaviour is expected of students on school visits. School rules and discipline continue to apply during school visits and in addition students must observe UK law and the law of the country they are visiting.

All students must adhere to the school's Behaviour Policy (available on the website). If members of staff have prior concerns about the behaviour of a student, the school reserve the right to exclude or withdraw them from the visit and payments will not be refundable. Once on the visit, in the event of a serious behavioural incident, appropriate sanctions will be implemented. It is possible that we may feel it necessary to send a student home. In the unlikely event of this happening, parents/carers will be wholly responsible for any additional costs associated with the student returning home.

Prior to the visit a Behaviour Contract **will** need to be agreed to and signed by the parent/carer, the student and the visit leader.

### **Attendance**

Opportunities are always over-subscribed, and we reserve the right to refuse or remove a student from a visit if their attendance at school is not routinely matching school expectations. The only exception will be where attendance has been affected by underlying medical issues / exceptional circumstances, that the school has been made aware of.

Prior to the visit an attendance contract **may** need to be agreed to and signed by the parent/carer, the student and the visit leader.

### **Health**

Where a student suffers from a physical or mental health condition that may affect their safety, or the safety of other students on the visit, the school reserves the right to refuse a place or remove them from the visit.

### **Cancellation of places**

Should you need to cancel your daughter's place on a school visit, please let us know as soon as possible. Where possible we will refund monies (except the deposit) you have paid for a visit, particularly if we are able to find another student to take your daughter's place, but please bear in mind that this is not always possible. If we cannot fill the place you will be liable for the full costs of the visit already committed to by the School.

### **Change of plans**

Occasionally we will have to change plans in response to events at the time: perhaps the weather, or possibly due to a travel advisory note from the Foreign Office reflecting a situation abroad. In this event we will make any amendments to the itinerary we consider necessary for the safety of students and staff.

Very occasionally we may have to curtail or cancel a visit, for example due to extreme weather making travel impossible. Our travel insurance covers cancellation due to circumstances beyond our control, so if for example the Foreign Office advise against travel to our chosen destination, we'd be able to claim the full cost of the visit to refund to parents.

Refunds can only be made if a visit is cancelled before starting. If we have to change plans once a visit has commenced, our insurance would cover the cost of the changes but not any refund to parents.

## **Consent Forms**

For every visit the school need to know contact details, medical and dietary requirements as well as having the signed the behaviour contract and consent from parents / carers for the visit.

Parents whose daughters have a life-threatening allergy **MUST** make personal contact with the visit leader, in the weeks leading up to a visit, to confirm arrangements.

## **Coronavirus**

- Students must not travel if they are ill. If students become ill whilst on a visit, parents will need to collect them. We cannot transport children back to school if they have a positive test for covid.
- Measures to reduce the spread of coronavirus will be included in our risk assessments for all visits. Most visits are outdoors which reduces risk. Measures would likely include use of hand sanitiser and wearing a mask when in busy places with people not from the visit. Students and staff attending residential visits are strongly encouraged to take a covid test in the 48 hours prior to the visit.
- We will adhere to the travel restrictions that are in place at the time of the visit, which may include the need for testing or for your daughter to be fully vaccinated.

## **Financial Assistance**

Our pupil premium funding is primarily focused on the classroom in a variety of ways which are proven to be the most effective tools to "narrow the gap". Only a small amount of funding is set aside for extra-curricular visits. If your daughter is entitled to pupil premium funding and you need financial assistance for this visit, please contact the Assistant Business Manager on [finance@penworthamgirls.lancs.sch.uk](mailto:finance@penworthamgirls.lancs.sch.uk)

*EVC/Business Manager*

*February 2022*

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