

## **Hadrian Learning Trust Day Trip and Residential Visit Terms and Conditions**

### **Introduction**

Both Hexham Middle School and Queen Elizabeth High School offer an extensive programme of educational and cultural visits that support both the stated aims of the Trust and improve learning for all involved. Students are offered new experiences and challenges which not only support an understanding of the wider world and community that they are a member of, but also the importance of their place and actions in this world.

### **Securing a place on an activity**

In most instances the lead teacher will issue a communication to parents inviting them to enrol their child on the relevant activity, be this an afternoon offsite football match or a residential in Europe. In each instance a specific closing date will be issued; applications beyond this closing date are likely to be refused.

Where a limited number of places are available the lead teacher will perform a lottery system to select the students who will attend, and will notify all parents of the results of this lottery.

In many instances trip participation is limited by year group, subject, age, participation in sports teams, GCSE course, A level course or a combination of these factors. This will be made clear in the initial communication by the lead teacher.

### **Payments for Day Trips**

Day trips fall into two categories:

Curriculum Focused – the trip is directly linked to an area of a child’s learning and the fee for this activity is a voluntary contribution, which helps offset the costs to the school and permits the continuation of such events in the future.

Non-Curriculum Trip – the trip is not linked to an area of learning and may be a cultural event or an event that is purely for pleasure. For such an event the cost of the trip must be covered by the participants and attendance is reliant on payment.

Payments for day events are generally through a single payment. Where an event is a larger amount, the lead teacher may request pay in equal installments over 2 or 3 payments, which will be clearly defined in the initial letter and in the payment requests.

### **Payments for Residential Activities**

All residential activities require payment by parents to permit participation in the activity and are treated as additional to the delivery of the curriculum.

Enrolment on such activities is the same as for Day Trips and parents will be notified by the lead teacher of the installment plan, which may be divided into no more than 5 equal payments. Deposits therefore will be equal to a minimum of 20% of the total cost of the activity.

In all such instances the initial payment is the deposit, and this will be used by the school to secure a place on the activity for the relevant child. Subsequent payments must be paid to maintain the place on the trip. If, after reminders have been issued, trip instalments are not paid according to the published schedule then the Trust will assume the child has been withdrawn from the trip.

This may lead to the loss of all payments to date (see: Withdrawal from Activities).

## Funding Support

The Trust operates a Student Support Fund, to which any parent can make an application to reduce the costs of a Trip or Residential activity. Applications are for an individual trip and receipt for one trip does not necessarily mean the next application by that student will receive a similar award.

Where a student is already in receipt of a reduction for a specific activity due to Pupil Premium, Looked After or Forces Service reductions, an application to the Student Support Fund is not possible.

The Student Support Fund is available at HMS and for Y9-11 at QEHS and can provide modest funding up to approximately £150 per pupil per academic year, subject to the availability of funds and the number of applications.

| Pupil Funding Stream  | Curriculum Day Trip  | Non-Curriculum Day Trip                   | Non-Curriculum Domestic Residential       | International Residential  |
|---|--|---|---|--|
| Looked After  | Voluntary Donation<br>100%   | Discuss with Student Support              |   |  |
| Service   |  | Discounted dependent on funding available | Discounted dependent on funding available | 100%   |
| Free School Meals   |  | Discounted dependent on funding available | Discounted dependent on funding available | 100%   |
| Other Pupils  |  | 100%                                      | 100%                                      | 100%   |
| 6 <sup>th</sup> Form Bursary  | Annual funding up to £1,500 for trips that relate to course of study | 100%                                      | 100%                                      | Annual funding up to £1,500 for trips that relate to course of study |
| Applications to the Student Support Fund can be made by students for financial support for a trip, where a discount has not already been applied. |  |   |   |  |

## Withdrawal from Activities

Should a child withdraw or be excluded from a trip, it will not be possible to offer a refund unless another student takes up the place, a refund is secured from our tour operator, or the cost is covered by a successful insurance claim. In such instances the refund will be minus any admin or other charges that the school has encountered in the process of dealing with the change of booking.

Insurance claims cannot be made unless on the grounds of evidenced medical or similar grounds. No funds are transferred back to parents until a claim is fully completed.

Refunds will usually be made after the trip has completed and financial reconciliation has taken place.

## **Consent**

Although the vast majority of parents have given consent through Bromcom (MCAS) for their child's participation in day trips, fixtures and other offsite activities, those activities that involve an overnight stay or an adventurous activity (climbing, hill walking, boating, abseiling, etc.) require **specific consent** that parents will be asked to give prior to the trip taking place. Students without this specific consent will be unable to participate.

Specific Consent is provided using Microsoft Forms which will be issued by the Trip Leader using a framework created by the Trust.

Completion of the Trust's Consents also indicates that you agree to your child's adherence to the school's behaviour, drugs and substance abuse policies. It also indicates that you agree with your child's adherence to local and international laws.

Where a student's removal from an activity that is either in the United Kingdom or abroad, due to infractions of school policy expectations, or breaches of local or international laws, the total cost of such repatriation will fall to the parent / consent-giver of the child.

## **Insurance**

Hadrian Learning Trust provides cover for off-site activities, inclusive of residential activities, both within the United Kingdom and abroad.

This includes:

- Cancellation of Trip (or part of)
- Travel disruption
- Emergency evacuation
- Loss of baggage
- Medical costs in excess of GHIC provision  
NB: There is an exclusion to these costs if an underlying medical condition relevant to the costs has not been prior declared to the school, as part of the consent process (see your consent form)
- Medical evacuation costs  
NB: There is an exclusion to these costs if an underlying medical condition relevant to the costs has not been prior declared to the school, as part of the consent process (see your consent form).
- Accidental injury
- Theft or loss

The cover is provided through the Department for Education Risk Protection Arrangement and information about this scheme can be found [here](#).

Parents do not need to seek independent insurance for any event operated by the school unless specifically requested to do so.