Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX
Executive Headteacher: Mrs A Grattage
Telephone: 01889 56 33 65
E-mail: office@wpms.i2e.org.uk
Website: www.windsorpark.staffs.sch.uk

Educational visits - Terms and Conditions

Windsor Park CE Middle School understands that visits can be an effective way of motivating pupils, and they can often offer unique educational experiences.

Consent

For any visit consent can be made via the school's Arbor App under School Trips. By giving consent on Arbor and or making payment we assume that you have provided implied consent to these terms and conditions and any set out in the trip letter.

Payment

Payments for visits must be made by accessing the Arbor App under School Trips.

All payments are non-refundable, in most cases. Parents/carers will be provided with a payment schedule that is set to provide adequate notice of when payments are required, and to ensure school has collected enough payments in advance of paying a tour operator or external supplier. Please note our non-refundable policy includes illness.

Payments can be made in full or by installments, as per the instructions on the trip letter.

Deposits collected for visits are done so according to the tour operator or external supplier regulations and are therefore non-refundable in most cases. The terms and conditions set by the tour operator will apply.

Where the payment schedule is not adhered to, the school reserves the right to withdraw any pupil from an educational visit, unless exceptional circumstances have been communicated to us. Please discuss in confidence with the Visit Leader or Business Manager if you are having difficulty meeting the payment schedule.

Outstanding Monies

If a pupil has monies outstanding to the school, then they will not be permitted to join the visit until outstanding monies have been paid.

Cancellation of a Place

If a pupil decides they no longer wish to participate on a visit, any cancellations will only be effective once received in writing from the parent/carer.

The amount of refund, if any, is dependent on a number of factors, i.e. how late the pupil is withdrawn from the visit, whether a replacement pupil can be found and what costs have already been met by the school which cannot be reclaimed. Where a visit has been organized through a tour operator or external supplier, the cancellation charges set by the tour operator will apply. Any non-recoverable costs resulting from the withdrawal will be deducted from any refund possibly available.

If there are insufficient numbers for a visit to go ahead then the trip will be cancelled.

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Cancellation

If a visit is cancelled due to circumstances outside of the school's control, the school will endeavor to secure repayments from the travel company or through an insurance claim. Should the school require to make an insurance claim, any reimbursements to parents/carers may only be made once the school has received the funds from the insurance company. Please be aware that there may be circumstances where this is not possible, and parents/carers should be conscious of this when committing to a visit.

All our overseas visits are with travel companies who are ABTA members.

Medical and Contact Information

We keep an electronic database of all students, including diet and health information and contact numbers for parents and carers. Staff organising visits will use this information, so if any details change, it is important for you to let us know as soon as possible.

Behaviour

Any place offered on an educational visit is conditional and may subsequently be reviewed by the Senior Leadership Team of the school. The school reserves the right to withdraw any pupil from an educational visit if the pupil repeatedly displays poor standards of behaviour in school and/or it is considered that their behaviour would pose a serious health and safety risk to themselves or others participating in the educational visit. In such a circumstance the school will not refund any payments to parent/carers already made to the tour operators or any external suppliers.

GDPR

By signing up to a residential and/or overseas visit for your child, you are agreeing to your child's details being shared with a third party if and as required.

Passports and Visas

Please ensure that your child has a full valid passport and that it will be valid for six months beyond the end of the visit. School will inform you of any requirements for an GHIC/EHIC card or Visas are necessary for travel. It is the parents/carers responsibility to obtain these in good time. If your child is not a British Citizen or holds a non-British passport, you must check passport and visa requirements with the Embassy or Consulate of the country to which your child will be travelling.

By signing up to a visit you are agreeing to the terms and conditions outlined above.

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Student Code of Conduct rules for all school visits

- Maintain appropriate safe standards and behaviour.
- Arrive before the stated meeting times at the correct place.
- Always notify a member of staff if needing to separate from the group you are assigned to.
- Pay attention to all briefings/details provided by members of staff, instructors, or representatives of the place being visited.
- Pay attention to all Health and Safety instructions, especially fire and emergency evacuation procedures.
- Wear appropriate clothing for the activity taking place.
- Communicate any safeguarding and wellbeing concerns and any hazards that may cause harm to a member of staff immediately.
- Smoking cigarettes, cigars or vaping is prohibited.
- Illegal drugs and the consumption of alcohol is prohibited.
- Mobile phones are NOT to be taken on most visits. However, if mobile phones are permitted they are to be used appropriately with consideration for others. Inappropriate use will result in the phone being retained by a member of staff and returned to the parent/carer on the return from the visit. The visit letter will inform you if mobile phones are allowed on the visit.

Rules for travelling to and from all visits:

- Wait for transport in the correct area and only board minibuses/coaches when instructed to do so by a member of staff.
- All minibuses/coaches used will be fitted with seatbelts, these must always be worn when the vehicle is in motion. Always remain seated with your seatbelt positioned and clipped in place when the vehicle is in motion.
- Keep the transport vehicle tidy at all times; Your rubbish and litter must be taken off with you and disposed of correctly in the nearest available waste bin.
- Only eat/drink if allowed by the transport provider and member of staff.
- Inform a member of staff if you feel unwell, and before it gets worse.
- Report any vehicle hazards/defect/damage to the driver or member of staff immediately.
- Only get off the vehicle when instructed to do so, and only exit from approved points. Move immediately to the indicated assembly point on exit from the vehicle.
- In the unlikely event of a vehicle breakdown or road traffic incident, stay calm and follow instructions from the member of staff. Do not wander off away from the main party.
- Any damage caused to the minibus/coach, will be paid for by the pupil and reimbursed to the school or transport provider after the visit.

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Rules for taking part in activities during all visits:

- Follow all instructions/guidance from members of staff, instructors, and representatives of the place being visited.
- Remember and always comply with all Health and Safety rules and regulations.
- Ensure that you are alert to all dangers and avoid risk to your health, safety and welfare, and that of your companion's.
- Be in the right place at the right time as instructed.
- Remain in groups no less than 2, preferably 3, during indirectly supervised times.
- Observe and abide by all normal school rules and regulations.
- Respect the request of staff members, instructors, and representatives of the place being visited.
- Do not use inappropriate language.

For visits that require accommodation.

- Any damage caused to the accommodation will be paid for by the pupil and reimbursed to the school or accommodation provider after the visit.
- Pupils will be expected to remain in their allocated room after the time given by staff as 'lights out'.

My child has read and understood the Student Code of Conduct for school trips and visits.

I/We understand that poor attendance or poor behaviour in school could lead to my child's place on the visit being withdrawn.