



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

Terms and Conditions for School Visits

Windsor Park CE Middle School understands that educational visits and visits can be an effective way of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously.

The following terms and conditions are set in order for Windsor Park CE Middle School to provide high quality extra-curricular visits and experiences to our pupils.

Payment

Payments for visits must be made by accessing the Windsor Park CE Middle School Arbor App under School Trips.

All payments are non-refundable. 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 the tour operators or external suppliers. 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 schedule.

Consent

For any visits that don't require payment, consent can be made via the school's Arbor App under School Trips. Payment is made online; we assume that you have provided implied consent and have agreed to the terms set out in the letter detailing the trip.

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.

Medical and Contact Information

We keep an electronic database of all students, containing data relevant to their schooling, and including diet and health information, plus 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.



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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.

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. School must be informed of any cancellations or amendments as soon as possible.

The amount of refund, if any, is dependent on how late the pupil is withdrawn from the activity, whether a replacement pupil can be found and what costs have already been met by the school which cannot be reclaimed. Any non-recoverable costs resulting from the withdrawal will be deducted from any refund available. If there are insufficient numbers for a visit to go ahead then the trip will be cancelled.

Where the visit has been organised through a tour operator or other external supplier, the cancellation charges, which are described in the booking conditions / terms of the insurance will apply. If for any reason you need to cancel your child's place on the trip, the cancellation policy in line with the tour operator's terms and conditions will apply.

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 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.

Cancellation

If a visit is cancelled due to circumstances outside of the school's control, the school will endeavour 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.

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