

## **Educational Visits - Key Information for parents / carers**

Please make sure you have read and understood the following before you commit to applying for a place for your son/daughter on this trip. Please confirm that you have read this document by ticking the relevant box on the online reply slip.

### **Dietary and Medical Information**

We require dietary and medical information about your child for health and safety reasons. This will be treated in the strictest confidence and should include any special dietary requirements e.g. vegetarian, allergies etc. as well as medical information e.g. diabetic, asthma, etc. If you did not complete a Data Form when your child joined the school, please email [dataoffice@wilmslowhigh.com](mailto:dataoffice@wilmslowhigh.com). As part of the consent process you will be asked (using an online form from 'Evolve') to confirm that the contact and medical details we hold on our system for your child are correct.

### **Cancellation Policy**

The initial deposit for school visits is non-refundable and non-transferable. Should you wish to cancel your child's place, you will be liable for all non-recoverable costs (for example, any further non-refundable amount paid to the travel company) together with any administration fees linked to the cancellation.

### **Student Participation**

All students taking part in the visit will be expected to abide by the code of conduct adhered to all times in school. Please note that if there is a concern regarding a student's behaviour or attitude at school, the school reserves the right to decide if it is appropriate for a student to be included on a visit. See below for our general Code of Conduct on the next page. Nearer the time of the visit / event, the trip leader will outline with students any code of conduct points specific to the trip.

### **Contribution Level**

The contribution for the visit is calculated to match as far as possible all known and expected costs, with a small level of contingency to cover minor fluctuations in or unexpected costs. In the unlikely event of material changes to expected costs which exceed the contingency, or to the proposed main elements of the visit, it may be necessary to contact and consult with parents on a revised contribution level. Uncommitted funds remaining in the visit account at the end of the visit will be considered part of the contribution to the school's administrative costs of arranging the visit.

### **Insurance**

The school buys back insurance cover for educational visits through the Department for Education's Risk Protection Arrangement (RPA). Details of cover are available to view [here](#) (see especially the Summary of Cover on pages 5-6 and the educational visit sections on pages 72-95). If parents / carers wish to take out additional insurance cover to supplement this, they are free to do so.

***PLEASE NOW READ THE CODE OF CONDUCT ON THE NEXT PAGE***

**CODE OF CONDUCT (not all points will be applicable to every visit)**

Failure to comply with this Code of Conduct will result in the implementation of appropriate sanctions and students may lose privileges, be withdrawn from activities and may be sent home early. The school also has the right to ask parents to collect a student from a trip if it is felt that he/she cannot continue with the group.

For the visit to be both beneficial and enjoyable for all, students are expected to:

- behave responsibly and show consideration for others, including fellow students, staff and members of the public
- comply with all instructions given by staff without question or delay (including guidance on use of mobile phones etc)
- look after their own possessions and anything borrowed
- keep all facilities clean, tidy and undamaged
- abide by any rules and regulations of the places visited
- in the event of an emergency, follow emergency procedure instructions
- understand and follow the rules about the purchase, possession and consumption of alcohol
- understand and follow the rules about the purchase, possession and use of tobacco
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden
- not engage in violent conduct
- inform staff if they have any medical conditions or injuries
- inform a member of staff if they have any concerns about safety or security
- report any damaged or unsafe equipment
- wear appropriate clothing
- bring a named water bottle

**ON A COACH OR MINIBUS** students are expected to:

- remain in their seat, unless given permission to do otherwise
- wear a seat belt
- stow luggage on the luggage rack or under the seat. Luggage should not block the aisle
- put litter in the bags/bins provided
- not distract the driver – no shouting out, flash photography, etc
- inform a member of staff if they feel travel sick
- be aware of traffic movement and direction when disembarking

**AT MOTORWAY SERVICE STATIONS, etc.** students should:

- follow instructions from staff about where they are allowed to go and how long to spend in a service station
- be back on the coach/minibus at the given time

**ON EXCURSIONS** students should:

- remain in their designated group
- know which member of staff is the nominated leader
- ensure they understand any instructions and limitations when unaccompanied by staff

**ON A FERRY, AT AN AIRPORT OR RAILWAY STATION** students should:

- remain in the group
- be aware of, and comply with, all timings and meeting places
- understand and comply with security arrangements and limitations
- follow instructions from transport operator staff
- follow all instructions about being on boat decks
- visit shops in pairs or groups - never alone
- stay back from the edge of railway platforms
- be sure know where the group is based and how to locate staff

**WHEN STAYING IN A HOTEL** students should:

- read and understand all instructions about fire and safety procedures
- know the location of duty staff
- comply with any instructions about permission to leave the hotel
- comply with any instructions about access to parts of the hotel, e.g. bar, swimming pool
- understand the dangers of balconies and comply with any instructions about access to them
- comply with instructions about access to other people's bedrooms
- arrive on time for meals and meetings
- comply with any restrictions on the use of mobile phones, smartphones, tablets, cameras, music players.
- comply with any restrictions on internet access, viewing TV, videos and DVDs, etc.