

## **TO BE RETAINED BY PARENT/CARER**

### **Terms and Conditions relating to educational visits and activities**

#### **Consent Form**

- 1.1 In order to comply with Health and Safety regulations, prior to participating in an educational visit or activity, all students must return a completed Consent Form signed by a parent/carer.
- 1.2 Students without a correctly signed Consent Form will not be allowed to participate in the visit or activity. Handwritten notes, letters or verbal consent will not be accepted.

#### **Expectations of Students**

- 2.1 Students are expected to behave appropriately on school trips. The health and safety and enjoyment of the visit or activity by others is of paramount importance at Brannel School; inappropriate behaviour will not be tolerated.
- 2.2 Any student behaving in an inappropriate manner or putting others at risk whilst participating in a visit or activity shall be removed immediately. This will be at the discretion of the Headteacher. Where necessary, this will be at the parent/carer's expense.
- 2.3 Any student behaving in an inappropriate manner or putting others at risk whilst at school prior to departure shall be removed from the visit or activity. This will be at the discretion of the Headteacher. The parent/carer will be required to stand any loss of deposit or cancellation charges.
- 2.4 Students are required to ensure that appropriate clothing is worn for visits and activities e.g. good waterproofs and walking shoes are essential for field study visits. If unsure please consult with the group leader. School uniform should be worn unless otherwise stated.
- 2.5 In the interest of Health & Safety, students may use digital equipment such as iPods and similar during a school trip only at the Group Leader's discretion.

#### **Charges for educational visits and activities**

##### **Extra-Curricular visits and activities**

- 3.1 Where a visit or activity is being provided as an extra-curricular activity (i.e. as an 'optional extra') the school will require parents/carers to pay for the full cost of their child's place.
- 3.2 The charge made in respect of individual students should not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

##### **Curricular visits and activities**

- 3.3 It is school policy to request voluntary contributions where charges must be met by the school for curricular visits and activities (i.e. which take place during school hours as part of the National Curriculum, as part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or as part of religious education).
- 3.4 Parents will be informed from the outset if the visit or activity cannot be funded without voluntary contributions e.g. this might be to fund overnight accommodation for a residential stay.
- 3.5 The voluntary contribution requested in respect of individual students should not exceed the actual cost of providing the curricular activity, divided equally by the number of students participating.

##### **ParentPay: online cashless payment**

- 4.1 In response to demand from our parents/carers for an online payments system, and in line with the move towards cashless payment systems in schools, we now use ParentPay for the financial administration of all visits and activities. ParentPay has helped to alleviate the risks associated with students bringing large amounts of cash into school. It has also increased levels of control for parents/carers by ensuring that they are able to view and track payments online.
- 4.2 It is strongly recommended that all payments to the school are made through ParentPay. Where a parent/carer is not able to pay online through ParentPay, the school will continue to accept low level cash amounts of £20 or less at the till point in Reception. However, for payments over £20, only card payments will be accepted. Parents/carers should come in to school in person to pay at Reception. Alternatively, please call the Finance Office to make payments over the phone. The Finance Office hours for this service will be 9.00am to 3.00pm.

- 4.3 If you have any queries regarding ParentPay or require support to activate your online account, please do not hesitate to contact the School Finance Office or email [finance@brannel.com](mailto:finance@brannel.com).

### Deposits

- 5.1 Deposits collected for visits and activities are non-refundable in most cases.
- 5.2 If a student decides not to participate in a reserved visit, cancellation will only be accepted in writing from the parent/carer and the tour operators/booking agencies cancellation charges will apply. The school will attempt to fill cancelled places and endeavour to obtain refunds but this is not guaranteed.
- 5.3 It is noted that where deposits collected for visits and activities are done so according to the tour operator or booking agencies regulations, the terms and conditions of the Tour Operator or Agent will apply.

### Insurance

- 6.1 On trips organised by the school, all members of the school journey party are covered on an insurance policy negotiated by Cornwall Council on behalf of the school. This covers all students on all trips including those abroad. A detailed, full copy of the insurance cover is available for inspection in the school.
- 6.2 It is noted that some overseas trips may also be covered by the Tour Operator's own insurance. Full details will be available from the Group Leader organising the overseas trip.
- 6.3 Students are responsible for their own personal belongings; any losses must be reported to the police to enable a claim to be made through the insurance company.

### Cancellations and Withdrawals

- 7.1 In the event that a student cancels their participation in a visit or activity, where applicable any monies due to be refunded will normally be returned via the online ParentPay account to the parent/carer who made the payment. The amount of refund is dependent on how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed.
- 7.2 Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions and/or terms of the insurance will apply.
- 7.3 The school reserves the right to withdraw any student from a visit or activity if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a risk on a visit or activity. This will be at the discretion of the Headteacher. In such a circumstance the school will not refund any payments made by parents/carers.
- 7.4 Where a visit or activity is not paid for in full one week prior to the date of the visit or activity, the school reserves the right to withdraw the student from this visit or activity.

### Debt Management Policy

- 8.1 The school's Debt Management Policy can be viewed on the School Policies page of the school website ([www.brannel.com](http://www.brannel.com)).
- 8.2 Where debt is outstanding in relation to visits or activities, parents/carers are expected to settle the amount owed to the school by a single payment as soon as possible after receiving a formal overdue payment reminder. Repayment terms may be negotiated at the discretion of the Governors' Resources Committee and/or Headteacher.
- 8.3 In accordance with the school's Debt Management Policy, where parents/ carers are in receipt of a Third Formal Reminder of Overdue Payment of Debt from the Headteacher and where this debt remains outstanding, the student against whom the debt has been accrued - and any siblings at the school – will be allowed to participate **only** in free (i.e. non-chargeable) extra-curricular visits and activities until the debt is settled.
- 8.4 For further clarification, the student against whom the debt has been accrued - plus any member of this student's household - will therefore **not** be allowed to participate in any chargeable extra-curricular activities which include Brannel Challenge activities, summer term Challenge Week visits and activities, ongoing music instrumental tuition or any other chargeable extra-curricular visits, activities or events e.g. the Year 11 Prom.