



C46: SCHOOL TRIPS AND VISITS	
Last reviewed: July 2016	Next Review: July 2018
Approved by Governing Body	Date: 12th July 2016

School policy is to encourage staff to arrange visits where these can be shown clearly to benefit students' educational, moral or personal development. Visits will normally fall into one of these categories:

- (a) directly related to a subject curriculum requirement
- (b) extra-curricular

All trips/visits must gain prior approval from the Headteacher before firm commitments or bookings are made.

The Governing body has responsibility for approval of any trips which meet one or more of the following criteria:

1. A trip to a country outside of Great Britain (i.e. England, Scotland and Wales).
2. A trip which involves at least one overnight stay.
3. Any trip which involves any hazardous activity or unusual element of risk.

The only exception to this is where a trip is a repeat of one, which has been organised by the same member of staff previously and the arrangements are virtually identical, provided that no significant issues (as judged by the Headteacher) arose on the previous trip.

Approval must be gained from the committee before the trip is publicised in any way, although it is appreciated that there may be a need for staff to determine, prior to submitting a proposal, if there might be interest in a particular trip being run. However, it is important that this is done in such a way as not to create the impression that the trip is definitely going to take place.

Responsibility for the approval of any other trips is delegated to the Headteacher.

1 STATUTORY REQUIREMENTS

- (a) Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.
- (b) The objectives of the charging provisions in the 1996 Act are:-
 - (i) to maintain the right to free school education;
 - (ii) to establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' ability or willingness to help to meet the cost;
 - (iii) to give local education authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity;
 - (iv) to confirm the right of local education authorities and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours;
- (c) Local education authorities and the Governing Bodies of schools are required to draw up, and keep under review, their policies in respect of charges and remission arrangements. The statement of policies in paragraphs 2 and 3 below sets out the current policies of the school, which reflect those of Hertfordshire County Council as a local authority.



2 GUIDELINES

The school's policy is to charge for the following areas of activity as permitted under the Education Act 1996:-

- (a) board and lodging on residential visits. The charge must not exceed the cost of the visit;
- (b) optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made;

3 COSTS OF TRIPS/ACTIVITIES

- (a) The organiser will make a full calculation of costs to decide how much to request as a voluntary contribution for any trip or activity designed to enhance the curriculum. This will be completed on a pro-forma and checked by the finance department for accuracy, before approval by the Headteacher. All trips/activities must be costed at a marginal profit level.
- (b) For trips/activities designed to enhance the curriculum, all pupils will be included regardless of ability or inclination to pay, but if insufficient contributions are received, the activity will be cancelled.
- (c) The cost of trips/activities is an 'accurate estimate'; any small surplus of money will be donated to the school fund. A surplus of more than 5% will be refunded, provided this is over £5 per person.
- (d) For extra-curricular trips, the organiser will calculate the cost of the trip

4 REMISSIONS

- (a) The charge for the board and lodging costs of a residential visit will be remitted in the case of students whose parents are in receipt of benefits listed below if the education provided on that visit must otherwise be provided free, i.e. the activity takes place wholly or mainly in school hours and/or is provided as part of the syllabus for a prescribed public examination or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education:
 - 1. Income Support
 - 2. Income Based Jobseekers Allowance
 - 3. Support under part VI of the Immigration and Asylum Act 1999
 - 4. Child Tax Credit (provided that Working Tax Credit is not also received and the family's income as assessed by Her Majesty's Revenue and Customs, does not exceed £15,575 (financial year 2008/9)
 - 5. The guarantee element of the State Pension Credit or
 - 6. An income related employment and support allowance that was introduced on 27th October 2008 (CSA page 4).
- (b) Within the limitations imposed by the budget, the school will endeavour to assist students when financial difficulties prevent or hinder them from participating in curriculum activities, normally to a maximum of 50% of the cost of the trip.



5 REFUNDS

- (a) The deposit for any activity is non-refundable unless covered by an insurance policy, e.g. medical reasons. (Disinclination to travel is not covered by insurance.) Refund of any further monies paid will depend on the School's ability to cancel the place or offer the place to another child. If the child is withdrawn at a late stage, the parents will be required to pay the full cancellation costs even though the child does not go.
- (b) The school reserves the right to refuse, or remove a student from a trip at any point if that student's behaviour has given major cause for concern or if it is felt that the student's presence on such a visit could pose a risk to himself/herself or others. In the case of this arising before departure, there would be a loss of the deposit paid by the parent, and any cancellation costs incurred by the school (which may be the full costs) may be charged to the parent. If, during a trip, a pupil's behaviour is dangerous to him/herself or others, or brings the school into disrepute, he/she is liable to be sent home by the trip leader. In such cases, parents would be informed of the means by which a pupil will be sent home and they will be liable for the transport costs.
- (c) The cost of trips/activities is an accurate estimate; any small surplus of money will be donated to the school fund. A surplus of more than 5% will be refunded, provided this is over £5 per person. Any financial losses will be borne by the school.

6 ADMINISTRATION

- (a) A designated member of staff will have oversight of procedures for trips/visits. A designated senior member of staff will have oversight of procedures for trips/visits. The Headteacher has final responsibility.
- (b) Trips will be authorised by the Headteacher using Herts County Council online 'EVOLVE' system as used by all Hertfordshire schools.

7 STAFFING

- (a) All trips and visits will be staffed in accordance with the demands of the law and local authority guidance.
- (b) Staff will be selected to accompany trips and visits based on the following criteria:
 - Subject expertise e.g. Geography teachers to accompany Geography Field Trip
 - Pastoral care e.g. form tutors from relevant year group
 - Gender balance i.e. at least one male and one female member of staff to accompany mixed gender trips and visits
 - Special needs i.e. where the needs of relevant students on the trip or visit are such that they need to be accompanied by teaching assistants or other such staff
- (c) It must be noted that the majority of residential trips and visits fall outside of 'directed time' for staff. As a result, it may, on occasion, be difficult to recruit staff to such a trip or visit based solely on the criteria above. In these cases, and also where there is a need for specialist expertise unavailable within the School, the trip or visit leader will be permitted to recruit staff from outside the establishment provided that safe staffing practices are adhered to at all times.



- (d) Staffing for all trips and visits is subject to the Headteacher's approval only. Staff accompanying school trips and visits are required to be aware of and act upon Hertfordshire County Council's Alcohol and Drugs Policy at Work Policy, Appendix 4 of which specifically pertains to trips and visits
- (e) The Governing Body of The Hemel Hempstead School has defined the accompanying of trips and visits as forming part of the 'working day' for staff for the purposes of this policy. Therefore, consumption of alcohol by staff accompanying trips and visits is forbidden. Working under the influence of alcohol while accompanying a school trip or visit will, therefore, result in disciplinary action for the member of staff concerned.

8 REPORTING, MONITORING & EVALUATION

- (a) Trip organisers are required to complete an analysis of the strengths, weakness, opportunities and threats regarding the trip or visit on conclusion for the purposes of evaluation. The 'evaluation' function on the local authority's online EVOLVE system is to be used for this.

Other related Policies:

C37 Equality and Diversity Scheme

Staff Procedure: Trips and visits (including HfL Model Policy for Learning outside the Classroom)