



Newport Girls' High School School Trip Policy

Introduction

School trips are organised for all year groups at the school, not only to support their learning but also as an aid to personal development. With a wide range of trips and activities available throughout the school, the trips are an essential contribution to your school life and personal development.

Aims

This policy is designed to clarify the procedures, within school, with regards to trips. It is important that information is issued in a timely manner and that secure payments are made by agreed dates. It gives detailed information on the cancellation procedure and the behaviour expected whilst on a school trip.

Consent

Consent is given by the completion of the 'Consent for school trips and other off-site activities' form on entry to the school. A letter giving detailed information about each trip will always be sent in advance of the trip by email. If a trip is oversubscribed, a system will have been identified for allocating places in the initial letter to parents advising of the trip, e.g. first come, first served. Medical and emergency contact details taken from the Confidential Information Form will be used for each trip. The school office should be advised of any change in details during the school year to ensure we have the correct information.

If Parents do not return the completed 'Consent for school trips and other off-site activities' form before the day that the trip departs – the student will not be permitted to go on the trip.

Payment

Payment should be made online at www.scopay.com/newportgirls. Information on registering for online payment will be given on entrance to the school. If a trip is to be paid in instalments, dates for all payments will be advised at the outset.

You should ensure all payments are received by the set deadlines or your daughter may be unable to participate in the activity or trip.

If you have difficulty in making payment then please contact the school.

Cancellation

If you choose to withdraw your daughter from a trip and we are unable to find another student to take your place, you will not be refunded the cost of the trip. If there is another student who agrees to take the place, you will be required to pay a £10 administration charge that may be incurred for the change in personal details and this will be deducted from any refund that we are able to offer.

If however, you are unable to participate in a major trip due to illness, parents will have to provide the necessary evidence and make a claim on the trip insurance. The decision on a refund will be made by the insurance company and not the school.

Please note that we are not able to make changes within 48 hours of the trip departing and no refunds will be made for cancellations made during in the week before the trip departs.

Equipment and Dress Code

Students must bring all necessary equipment to a trip or activity, which will be specified by the Group Leader or outlined in an information letter. If a trip requires you to wear school uniform, you must wear the correct uniform as stated in the 'Uniform Policy'. If a trip permits you to wear your own clothes, you must dress appropriately as you continue to represent the school. This applies during Curriculum Enrichment Week, where if you are improperly dressed the member of staff responsible for the trip may decide that, for your own safety, you will not be able to take part in the trip or activity. In these circumstances, no refund will be offered.

Risk Assessment

A risk assessment is carried out for every off-site activity and girls will be reminded of the expected standard of behaviour required as part of the risk assessment.

Behaviour

Students must always behave on school trips in accordance with the School Trip Behaviour Policy.

Failure to comply with this School Trip Policy will result in disciplinary action and, if applicable students may not be permitted to participate in future trips or extra-curricular activities.