

## SET Terms and Conditions for Trips

### List of available trips

Students in all year groups have the opportunity to take part in a variety of trips from science exploration, to theatres and places of historical interest; alongside residential trips throughout Europe and the world including annual Languages and skiing trips.

In addition to our scheduled trips many opportunities arise throughout the course of the school year for our students, we try to incorporate as many of these as possible into the academic calendar.

### Applying for a place

Information about trips is sent to parents via Operoo. To apply for a trip, you will need to respond to the invitation by giving your consent for your child to attend and make payment through our payment provider. We are unable to accept cash or cheques for trips.

Please note that sending payment is not a guarantee of a place. Some trips are oversubscribed and if we are unable to find a place for your child, we will of course refund your payment. Allocation of places depends on the nature of the trip. For some trips places have to be limited, in these instances, students are randomly selected.

### Instalments & Payment

Please note that the contribution for school trips is a voluntary contribution however without sufficient take up and payment the trip is at risk of being cancelled as any shortfall in funding would have to be paid from school funds.

For more costly trips we normally split the cost into a number of instalments to spread out the amount parents have to pay at any one time. Once you have paid the deposit and the school has confirmed your child's place, you are liable for the full cost of your child's place on that trip.

We reserve the right to withdraw a child from a trip, when an instalment deadline has been missed. Please contact the Trust Finance if you are finding it difficult to meet payment deadlines, as they may be able to help (please see Appendix A for the contact details for each of our schools).

### Financial Assistance

If your child is eligible for Pupil Premium, we may be able to offer financial assistance for some trips. In these instances, the school will contact you via a trip letter explaining the assistance available to you.

## **Cancellation of a place**

Should you need to cancel your child's place on a school trip, please let us know as soon as possible. Where possible we will refund monies you have paid for a trip if we are able to find another child to take your child's place, but please bear in mind that this is not always possible. If we cannot fill the place, you will be liable for the costs of the trip already committed to by the school. All refunds due back will be confirmed after the trip has taken place.

## **Risk Management**

As you would expect, the school conducts detailed risk assessments for all trips.

## **Supervision**

We work to strict adult to student ratios for all school trips to ensure the safety of our students regardless of their age.

## **Behaviour**

At all Scholars' Education Trust schools, we expect the highest standards from all of our students and therefore advise all parents that any student whose behaviour falls below this expectation runs the risk of being removed from the trip, and no refunds will be given.

School rules and discipline continue to apply during school trips and in addition pupils must observe UK law and the law of the country they are visiting. If a pupil misbehaves very seriously, it may be necessary for the school to require the pupil to return home, with any additional transport costs being met by the parent.

## **Passports & Visas**

### **Validity of passports to enter Europe on school trips**

According to the Schengen Area Rules passports must be less than 10 years old on the day you enter (check the 'date of issue') and valid for at least 3 months after the day you plan to leave (check the 'expiry date'). You are responsible for making sure that your child has a valid passport for travel to the relevant country.

### **Visas**

Children who are not UK or EU citizens must obtain a visa to enter the specific European country, well in advance – don't wait until the week of travel. You are responsible for making sure that your child has any relevant visa for travel to the country.

UK Citizens will soon need a visa to enter to European Union, but as yet the visa scheme has not been launched and so a visa is not required.

## **Health and Parental Contact Information**

We keep an electronic database (Operoo) of all pupils, containing data relevant to school trips, including diet and health information, plus contact numbers for parents and carers.

Staff organising trips will use this information, so if any details change, it is important for you to let us know as soon as possible. To update contact, diet and health information parents should email the school (please see Appendix A for the contact details).

Parents whose child has a life-threatening allergy or medical condition are also strongly recommended to make personal contact with the trip leader, in the weeks leading up to a trip, to confirm arrangements.

## **Consent**

For local trips and for sports fixtures, your consent is provided on the data collection form when your child joins the school.

For all other trips we will ask you for your consent in Operoo.

## **Insurance**

All our trips in the UK and abroad are covered by travel insurance including limited cover for lost possessions. If your child is ill or injured whilst on a school trip, medical treatment is covered until they are able to return home.

## **Information Sharing**

Personal information of students may be shared with travel companies to facilitate student travel.

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Telephone: 01727 734420

Email: [admin@scholarseducationtrust.co.uk](mailto:admin@scholarseducationtrust.co.uk)

Website: [www.scholarseducationtrust.co.uk](http://www.scholarseducationtrust.co.uk)

CEO: **Claire Robins**

## APPENDIX A

School Name	Trip Contact Email	Finance Contact Email
Buntingford First School	<a href="mailto:admin@buntingfordfirstschool.co.uk">admin@buntingfordfirstschool.co.uk</a>	<a href="mailto:Bfs-finance@scholarseducationtrust.co.uk">Bfs-finance@scholarseducationtrust.co.uk</a>
Chaulden Infants & Junior Schools	<a href="mailto:admin@thechauldens.co.uk">admin@thechauldens.co.uk</a>	<a href="mailto:Cdn-finance@scholarseducationtrust.co.uk">Cdn-finance@scholarseducationtrust.co.uk</a>
Harpenden Academy	<a href="mailto:trips@harpendenacademy.co.uk">trips@harpendenacademy.co.uk</a>	<a href="mailto:Ha-finance@scholarseducationtrust.co.uk">Ha-finance@scholarseducationtrust.co.uk</a>
The Hemel Hempstead School	<a href="mailto:admin@hhs.herts.sch.uk">admin@hhs.herts.sch.uk</a>	<a href="mailto:Hhs-finance@scholarseducationtrust.co.uk">Hhs-finance@scholarseducationtrust.co.uk</a>
The Highfield School	<a href="mailto:trips@highfield.herts.sch.uk">trips@highfield.herts.sch.uk</a>	<a href="mailto:Hfd-finance@scholarseducationtrust.co.uk">Hfd-finance@scholarseducationtrust.co.uk</a>
Longdean School	<a href="mailto:trips@longdeanschool.co.uk">trips@longdeanschool.co.uk</a>	<a href="mailto:Ldn-finance@scholarseducationtrust.co.uk">Ldn-finance@scholarseducationtrust.co.uk</a>
Priory Academy	<a href="mailto:trips@prioryacademy.co.uk">trips@prioryacademy.co.uk</a>	<a href="mailto:Pry-finance@scholarseducationtrust.co.uk">Pry-finance@scholarseducationtrust.co.uk</a>
Robert Barclay Academy	<a href="mailto:trips@robertbarclayacademy.co.uk">trips@robertbarclayacademy.co.uk</a>	<a href="mailto:Rba-finance@scholarseducationtrust.co.uk">Rba-finance@scholarseducationtrust.co.uk</a>
Sir John Lawes School	<a href="mailto:trips@sjl.herts.sch.uk">trips@sjl.herts.sch.uk</a>	<a href="mailto:Sjl-finance@scholarseducationtrust.co.uk">Sjl-finance@scholarseducationtrust.co.uk</a>
Samuel Ryder Academy	<a href="mailto:trips@samuelryderacademy.co.uk">trips@samuelryderacademy.co.uk</a>	<a href="mailto:Sra-finance@scholarseducationtrust.co.uk">Sra-finance@scholarseducationtrust.co.uk</a>