

TRIPS POLICY - PARENTS

AY 2025/2026

AIM: (final result we are aiming to achieve):

The aim of this policy is to ensure that all school trips and visits provide meaningful educational experiences for students while maintaining the highest standards of safety and wellbeing. Trips are carefully planned to enrich learning, minimise disruption to curriculum time, and give students opportunities to develop independence, confidence, and teamwork.

RATIONALE: (The reason for which this policy has been written)

At The English College, we believe that learning extends far beyond the classroom. Trips and visits form an important part of our balanced curriculum, supporting our ethos of *Learn, Thrive and Make a Difference*.

Educational visits:

- Broaden students' knowledge and understanding through real-world experiences.
- Strengthen relationships between teachers and students in different contexts.
- Encourage social interaction, teamwork, and respect across cultures and age groups.
- Promote a positive attitude towards school life and strengthen home-school partnerships.

Trip Organisation and Approval

Every trip undergoes a detailed planning and approval process before being confirmed. This includes risk assessments, safeguarding checks, and review of transport, staffing, medical needs, and insurance.

Parents will receive full details in advance, including:

- The purpose and educational value of the trip.
- The cost and payment process through *SchoolsBuddy*.
- Health, safety, and medical considerations will be requested on the SchoolsBuddy booking form..
- Drop-off and collection information.

No trip takes place without final approval from the school's leadership team to ensure that all safety, educational, and logistical standards have been met.

Supervision and Safety

Student safety is our top priority.

- All trips follow strict supervision ratios appropriate to the age of the children and the nature of the activity.
- All venues and activities are risk-assessed in advance, and the school only works with licensed, reputable providers.

Safeguarding and Conduct

The same safeguarding and behaviour expectations that apply in school also apply on trips.

- Staff are required to maintain high standards of care, confidentiality, and professionalism.
- Students are expected to demonstrate the EC Values of **Respect, Aspiration, Gratitude, Integrity, and Resilience** throughout.
- Parents will be informed of expectations before departure, and children who display serious or repeated poor behaviour may be withdrawn from a trip without refund.

The safety and wellbeing of all participants are always the school's overriding concern.

Communication with Parents

Parents will receive information letters and consent forms before every trip. For international or residential visits, information sessions may also be held to provide full details and answer questions.

In the unlikely event of an emergency or change of plan, the school will communicate with parents promptly using the contact details provided.

Trip Refunds

If a student is unable to attend a trip, or if a parent or guardian cancels their child's place after payment has been made, refunds will only be issued where funds are successfully recovered from third-party providers (such as museums, camps, or transport companies), after deducting any non-refundable deposits or administrative costs.

As most trip expenses are paid in advance to secure bookings, The English College **cannot guarantee refunds** in cases of withdrawal or late cancellation.

In the event that the school cancels a trip, refunds will be made in line with the amounts recoverable from providers. All refunds, where applicable, will be processed within **30 working days** of receiving returned funds.

APPENDICES (Relevant links to other policies or documents)

- Safeguarding Policy
- Positive Behaviour Policy - Primary and Secondary