ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

EDUCATIONAL VISITS POLICY

Nominated Lead Member of Staff:	**HM**
Last Review Date:	**June 2026**
Next Review Date:	**June 2027**

School Policies and Guidance

1. The Educational Visits Policy applies in conjunction with other School Policies including:

   i. Health and Safety
   ii. Medical Policies (Medical conditions, Anaphylaxis and Asthma etc.)
   iii. Child Protection and Safeguarding Policy (KCSIE)
   iv. Code of Conduct for Staff
   v. Data protection Policy/GDPR
   vi. Respect Agenda policies (Anti-Racism, Anti-Bullying etc.)
   vii. ICT Acceptable usage Policy
   viii. Behaviour Policy
   ix. Charging and Remissions Policy (HET School Policy)
   x. RPA (School's Insurance provider)

OEAP National Guidance

This Policy is written in direct relation to the Outdoor Education Advisors Panel National Guidance (OEAPNG). This Policy must be followed, but there is an understanding that it is underpinned and guided by the latest 'live' information provided by the OEAPNG.

Roles and Responsibilities – Head Master (HM)

1. As the employer in an Academy School, the Governing Body is ultimately responsible for all school visits. It must support the Head Master and staff in all matters related to educational visits.

2. The Head Master carries ultimate responsibility for the safe conduct of off-site activities and therefore their approval. The Head Master must ensure that arrangements are in place to inform the Governing Body so that questions can be asked as necessary. The Head Master may devolve approval authority to the EVC.

3. The Head Master will retain direct control of permissions for 'major trips', categorised by; Residential trips causing 3 or more teaching days to be missed; New Trips; International Trips; Trips involving adventurous activities (day or residential). 'Higher risk' trips will be discussed in the planning stage, and the Head Master will approve/refuse the proposed trip based on a judgement in consultation with the EVC.

4. Ensure that the School has emergency procedures in place for a major incident on an education visit.

    - Ensure that the School emergency contact (HM, DHM/DSL/EVC) who has the authority to make significant decisions. They must be contactable 24 hours a day, during the entire duration of each visit.
    - Implement the critical incident Policy in order to manage serious incidents that may occur while on a school trip.
    - Ensure support from the finance department is available for funding a critical incident response (school credit card).

Roles and Responsibilities – Educational Visits Coordinator (EVC)

1. Ensure that the necessary administration forms are in place for school visits.
2. To ensure that the Trip Leader has conducted sufficient research and gathered sufficient evidence to prove to the EVC that 'selected provider' is compliant, recognised, approved and insured (AALA, ATOL, ABTA, RPA, NGB)
3. Check the competency/experience of the Trip Leader (and their staff/supervisors). Check DBS compliance where necessary.
4. Ensure 'Trip Leader training' is provided/implemented, where necessary.
5. Support the Trip Leader to implement the Trips and Visits procedures (Pre-trip, during, and post trip).
6. Ensure the Trip Leader is briefed about the procedures for managing a critical incident.

Roles and Responsibilities – Trip Leader

1. Make sure they have read and understood the Trip and Visits Policy in full.

2. Ensure they follow the Trips and Visits Checklist when planning. AGSB's approval process exists "*to enable leaders to demonstrate the quality of the thinking that lies behind the planning*" (OEAPNG). While 'not all risks can be eliminated', the Trip Leader must make reasonable adjustments and pragmatic decisions to identify and mitigate as much risk as possible. This is achieved through organisation, resources AND a risk management plan.

3. To supervise the pupils appropriately at all times.

4. Be competent managing risk – HSE guidance states 'a priority to focus on real risk' when planning trips is of the highest importance.

Risk Assessment/Management

   a. Trip Leaders must complete the Standard Operating Procedures (SOPs) - risk mitigation documents and also write specific Risk Assessments where necessary.
   b. Trip Leaders must effectively disseminate (through briefings) all the relevant risk mitigation procedures, to pupils on the trip, staff supervising the trip and (where necessary) the Parent/Carer.
   c. Trip Leaders must obtain Risk Assessment documents from the activity provider and check that these documents have effectively assessed and mitigated as much risk as possible.
   d. When assessing Risk, the Trip Leader should consider; Type of trip, Activities, Accommodation, Medical/SEND status, Age, Competence (staff and pupil), environment (remote, weather, season) and emergency procedures.
   e. Trip Leader should be competent and confident in conducting a dynamic risk assessment (continually assessing live and real risks) and amend plans were necessary, (revert to 'plan B'). In some cases, this may mean seek additional guidance/advise from EVC, SLT, HM, Tour Company, NGBs, British Consulate etc.

6. Field studies may be associated with some subjects. The scope of field studies means that the Trip Leaders, who will usually be subject specialists, should also be competent to lead and instruct their pupils within urban and non-urban environments at minimal risk.

7. Trip approval – ensure the relevant form are completed and submitted to the EVC (who will consult with Head Master where necessary). All trips must have a fair and reasonable lead time, but for larger trips (international residential, higher value trips) this lead time must be longer.

   a. All trips must be applied for at least a half-term in advance. This means a full term (circa 6 weeks).

b. If your trip involves large numbers, higher cost or is domestic residential, a longer approval duration is required (circa two full terms).

c. International/high value residential trips must be applied for internally an academic year (5 full terms) in advance and advertised externally a **minimum** of 10 months in advance.

d. For very high value trips, it would be prudent to implement a 2 year planning and payment cycle. (This will help administration associated with trips and families to spread the cost.)

8. The Trip Leader must ensure that parents are informed of any off-site visit or activity unless it is a regular part of the School curriculum which parents have already been informed about.

9. The Trip Leader must ensure that parental consent is gained before a pupil engages in any off-site activity or visit. If parents withhold consent, their child must not be taken.

10. The Trip Leader must satisfy themselves that all travel arrangements are suitable for the visit.

11. All appropriate insurance is in place.

12. The Trip Leader must monitor the finances of the trip to ensure all payments are made in full prior to departure. The trips administration team will assist with this process. Trip Leaders must also effectively manage all relevant financial aspects while on the trip and provide a financial summary (expenditure audit with receipts) to the finance department upon their return.

13. Trip Leaders and supervisors must be aware of emergency procedures in the event of an accident.

14. The "Hamblin Education Trust Code of Conduct for Teaching and Support staff" applies on all visits.
    Specifically;

    - Alcohol and Drugs: ○ Smoking/vaping – must not occur in the presence of students.
      - Staff must not consume alcohol or use illegal drugs or other substances (including misuse of prescription medication) at any time during educational visits or school trips, including during afterhours periods.
      - Staff are expected to maintain the highest standards of conduct and be in a fit state to respond to any emergency.
      - The safeguarding of pupils is paramount, and all staff must model appropriate behaviour at all times.

15. The Trip Leader must ensure that accident forms are completed when accidents or near misses occur.

16. The Trip Leader must, where necessary, communicate with Parent/Carers effectively before and during the trip.

17. When producing the 'Trip Letter to Parents' the following information should (where necessary) be included:

    - dates of the visit
    - objectives of the visit
    - departure times and return times (parents must agree to meet their child on return)
    - cost (including a detailed and considered payment schedule)
    - location(s)
    - mode(s) of travel and the company being used
    - size of the group, supervision levels and whether or not remote supervision will take place
    - details of the accommodation and supervision
    - names of the group leader, other staff and supervisors
    - details of activities and how risks will be managed
    - standards of behaviour expected from the pupils
    - what pupils should not take or bring back
    - details of insurance
    - necessary clothing and equipment
    - money requirement
    - accurate information must be shared in order to gather 'informed consent'

18. Where necessary (at a minimum; international residential trips), the Trip Leader must organise a Parent/Carer information evening. This will reiterate all of the above information as well as any recent amendments or updates. It must also explicitly detail the safeguarding procedures and the pupils code of conduct (these documents are held in the Trips and Visits Office365 folder).

19. The Trip Leader should engage in a post trip evaluation. EVC will send a brief questionnaire, and where necessary, meet with the Trip Leader to further evaluate.

<u>Roles and Responsibilities – Deputy Trip Leader</u>

1. This must be a named person who is sufficiently competent to run the trip in the Trip Leaders absence or incapacitation.
2. They must also be familiar with, and confident to implement all of the above Trip Leader responsibilities.
3. In most cases it is preferential that a member of staff has been a Deputy Trip Leader prior to leading their own trip. In the context of higher value, higher risk, residential, international, remote, or adventurous trips, it is a requirement unless there are exceptional circumstances.

Roles and Responsibilities – Parent/Carer

1. Parents/Carers will be provided detailed written information prior to the trip departure.
2. Where the trip requires it, a parents information evening will be organised (typically international trips), and it is highly preferential Parent/Carers attend. If they cannot attend, alternative arrangements for sharing important information must be made.
   - These information meetings will contain important behavioural, safeguarding, itinerary and logistical information. Generally, these will take place, face to face in school. On some occasions, it might be deemed appropriate for these information meetings to take place online (Microsoft Teams) and procedures for online meetings are outlined in Appendix vi.
3. Parents/Carers will complete an online 'Day/Residential Trip application form' – this serves as consent form.
4. Parents/Carers will ensure all medical information is provided and it is up to date.
5. Parents/Carers must review the Code of Conduct for pupils with their child, and where necessary, sign and return.
6. Parents/Carers will read and understand the Terms and Conditions (attached to the Trip letter).
7. In addition to any medical information, it is necessary for Parent/Carers to share details of relevant phobias or travel-sickness. If the travelling child contracts a contagious disease within 4 weeks of the departure date it is essential this information is disclosed.

Roles and Responsibilities - Administrative Support

1. Managing trip files for each trip.

2. Managing the preparation of all appropriate information forms and collating relevant SOPs/risk assessments.

3. Collating the relevant paperwork from Parent/Carers during the planning phase; consents, medical information, passports/visas, GHICs and payments.

4. Collating the relevant paperwork from the Trip Leader during the planning phase; Forms A-E.

5. Liaising with Finance Department on behalf of the Trip Leader.

6. Applying other tools and resources to manage the common issues that arise and need checking, verification etc.

7. Support the Trip Leader in booking resources such as transport, accommodation and external providers on behalf of the Trip Leader where necessary. All bookings should be done in a consistent way that underpins safety and good financial control.

8. Supporting less experienced staff in the preparation process (in consultation with the EVC).

9. Preparing departure paperwork including detailed medical and contact details.

10. Identify critical medical issues for each trip, the appropriate care plans and drawing these to the attention of the Trip Leader and EVC prior to booking and confirming allocated places. It is also the Trip Leader's responsibility to check this information once a finalised list of pupils has been identified.

11. Make equivalent checks of SEND and pastoral issues. It is also the Trip Leader's responsibility to check this information once a finalised list of pupils has been identified.

12. Checking the required components on the final trip approval form (including evidence of review and approval by finance) and submit to the EVC for final approval.

13. Maintaining files of SOPs/risk assessments.

14. Collating the relevant paperwork from the Trip Leader post trip; Evaluations, Accidents, Finances, recollecting all medication/trip bags.

15. Maintaining Trips and Visits database with completed Trip-packs for future reference and audits.

Trips and Visits

All procedures should be superseded by the most recent and up to date OEAP guidance.

Off-site Sports fixtures and Enrichment activities

Fixtures/Activities with overnight stays. Any fixture or activity with an overnight stay (or requires any kind of payment - voluntary or compulsory) must comply with the approval and procedural requirements of any other school trip.

One day, off-site Sports fixtures and Enrichment activities.
Example activities; Christmas Concert at Church; Music Performances (local), MUN (where there is no cost); Chess Fixtures; 6th Form Book Club; Outreach provision; Sports fixtures/festival/competitions. *N.B. This list is not exhaustive – for any 'grey area' activities consult the EVC/OEAPNG.

Where a 'One day off-site activity' is proposed the activity coordinator must comply with **AGSB's 'Trips and Visits' procedures for Away fixtures.** These procedures must be implemented after seeking relevant approval. (Devolved Approval authority; Sports fixtures – Head of PE (Sport); Music/Chess/MUN/Outreach etc. – EVC.)

Legal Jurisdiction

1. The highest professional standards of care must be required from employees for the well-being and safety of pupils, colleagues, and the party leader. Proceedings of a judicial or quasi-judicial nature may result from accidents.

2. Many short visits take place during the School day - e.g. visits to a local schools, or other places in the immediate locality, in connection with work being done by pupils. Equally, there are many activities after school or on Saturdays, such as fixtures or competitions, which come within the School's regular programme. Such visits and activities are accepted as a matter of routine and fall under generic parental consents and do not fall within this document.

3. Visits should be part of a coherent educational programme, appropriate to the age and ability of the participants.

4. The Governing Body must ensure that procedures are in place to monitor all school visits, making clear the responsibilities of the Head Master, Trip Leaders, Teachers, Volunteers, Parents and Pupils.

5. The Governing Body must ensure that risk assessment is carried out for every visit. Risk assessment and risk management are legal requirements. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed.

6. Exploratory visits should be carried out wherever possible particularly for school led visits, this should enable Trip Leaders to complete more rigorous and informed Risk Assessment. With the Head Master's prior approval, costs of an exploratory visit may be charged to the School budget. Teacher should not enter into contractual agreement prior to HM/EVC formal approval.

   - Exploratory visits may be 'dynamic' or 'live' site specific reconnaissance walks, e.g. leave the group in a safe/controlled space while a member of staff explores the new location.

7. The Governing Body must ensure that first aid is part of risk assessment. 1st aiders are preferential for all trips. 1st aiders <u>may</u> not be required for lower risk, local/urban trips (this can be individually risk assessed by EVC and Trip Leader). 1st aiders are required for all remote, higher risk, or residential trips. A first aid box must be taken.

<u>Insurance</u>

The Trip Leader needs to collect a copy of the School's Key Facts and Emergency Numbers before each trip. Copies of the insurance schedule may be made available to parents. This should be always carried by the Trip Leader.

The Governors' insurance arrangements are as follows:

I. Employers' Liability

The Governors are insured against legal liability for death and injury to employees (including volunteers).

II. Public Liability

The Governors are insured against legal liability arising from the actions of their employees and volunteers on Governors' business as regards loss or damage to the property of third parties, or injury, or death to third parties.

III. Personal accident insurance for employees and volunteers in the event of death, dismemberment, or total permanent disablement

The Governors are insured against legal liability for death and injury to employees (including volunteers) and hold similar cover for all pupils.

IV. For full details see RPA insurance summary – **Appendix x.**

A typical day's visit to a museum or, for example, a geography field trip does not require any additional insurance, but it should be appreciated by all concerned that cancellation charges and personal belongings are not insured against loss or damage.

Trip Leaders will appreciate that liability of any sort should never be admitted and the School should be notified of any possible claim as soon as possible.

If in doubt liaise with the CFOO/Trust FD.

Finance

1. PP/Bursary/FSM/LAC. Curricular trips are paid in full. There is a funding formula for enrichment trips. Details of financial support that can be provided is outlined in a letter sent directly to PP/Bursary/FSM Parent/Carers at the start of each term. **Appendix i** There is also additional information found on the School website.

2. The Governing Body must ensure that arrangements are in place to keep visit monies separate from other accounts.

3. Arrangements for the return of unspent money should be made clear to parents and staff. (Any unspent trip budget that remains and exceeded £10 per head, subject to review, is automatically returned to the Parent/Carer).

4. Subsistence (stipend) payments – Any staff expenses should be built into the trip costs (outlined in form B) but will only be paid if receipts are provided. Alternatively, for subsistence claims (not requiring receipts) refer to the guidance in **Appendix ix**

5. Suggested contingency fund - Most trips won't need a contingency fund. For higher value/ longer duration/ residential/ exchange trips, a suggested £30 contingency amount could be added per pupil.

6. Trip Leader and Finance must liaise to ensure that the AGSB deposit and payment schedule detailed in the trip letter aligns with the tour operators invoice schedule. It is good practice that this occurs on all trip, but it is essential on high value trips.

7. Caxton Cards – if the Trip Leader requires a Caxton card, this must be detailed in Form B during the initial trip application process.
8. Detailed form B expenditure must be accurately completed and followed. Any Form B financial amendments after initial approval MUST be re-submitted to Trust FD for re-approval. This is for audit approval financial trip management.

9. The Head Master reserves the right to withdraw a pupil from any visit/trip without refund if that pupil has exhibited poor behaviour before or during a trip.

10. Any member of staff involved in visits is not permitted to accept gifts, rewards or benefits of any kind from the supply company as described in the School's Gifts and Hospitality Policy. Any member of staff in doubt about the acceptability of gifts or hospitality should consult the Head Master.

Charging for Trips and Visits

Educational visits fall into three main categories:

- **Type A** – a visit which takes place largely* or entirely during the School day and which may enhance the curriculum of a public examination course. A Type A visit will be organised on the basis of voluntary contributions and no compulsory charge will be made.
- **Type B** – a visit which takes place largely* or entirely outside school time. A Type B visit will usually be subject to a charge. This charge will not exceed the cost (including administration costs) of the visit.
- **Type C** – a residential visit taking place largely or entirely during school time where a compulsory charge will only be made for board and lodging. Where charges are not made but where contributions need to be requested to ensure financial viability of the trip or activity, information sent out to parents will include the following statement: -

"We wish to make it clear that if the visit takes place, no student will be denied participation on the grounds that no contribution has been made on their behalf. However, please be aware, if insufficient contributions are made, we will be unable to proceed with the trip."
Full Policy (Charging and Remissions for Educational Activities HET Policy)

*OEAP National Guidance clearly defines the criteria for a trip 'largely' taking place during or outside of school hours.

Group Management Guidance

Ratios and effective supervision
OAEP National Guidance does not stipulate specific ratios. *"Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity."*

The Head Master/EVC must ensure that the pupil/adult ratio is appropriate for each visit before it is approved. Guidance ratios are outlined below.

	Categories of visit	Ratios
a.	Non-adventurous activities in the UK which do not include an overnight stay	1:15
b.	Non – adventurous activities which involve an overnight stay	1:15
c.	Any adventurous activities either non- residential or involving an overnight stay. Ratios are decided on a case-by-case basis typically	1:10
d.	Visits abroad	1:10

It is good practice (but not essential) for there to be two adult supervisors. It is essential that one supervisor be an AGSB employee/teaching staff. It is preferential (but not essential) for there to be a supervisor of the same sex as the pupils.

Where a non-AGSB/HET employee is used as an 'Adult Supervisor' on a trip they must not be the only supervising adult on the trip (they cannot be 'Trip Leader'). They must not be left in sole charge (or alone) with pupils, except where it has been previously agreed as part of the Risk Assessment and subject to an enhanced DBS check.

For occasions when a coach will transport directly to a supervised event, a coach can be supervised by two staff even if the pupil teacher ratio is greater than those indicated above.
For scenarios that fall outside the 'norm' an individual risk assessment must be made (in conjunction with the EVC) and then a ratio specific component to the Trips Risk Assessment (SOPs) must be included.

The children of staff, unless the child is a pupil at the School, must not be taken on school visits. If a teacher accompanies a visit and his/her son is also on the visit, the teacher does not count towards the ratio.

Transport

- The EVC/Head Master must satisfy themself that all travel arrangements are suitable for the visit.
- The driver is responsible for the vehicle during the visit.
- Seat belts must be worn at all times.
- The level of supervision on transport will depend upon the length of the journey and the nature of the group.
- The driver should not normally be the only supervisor. This may be appropriate on short journeys with certain groups of pupils.

- Care must be taken when scheduled stops are taken. Advice on behaviour and time of return etc. must be given. Head counts are vital.

- In the event of an accident, the Trip Leader or other teacher supervisors must remain in charge of the group where possible (implement the critical incident procedure where necessary).

- Travel sickness medication must only be given by a supervisor with the consent of a parent.

- Teachers and others driving pupils are responsible for the roadworthy nature of their vehicle. They must also ensure that it has the appropriate licence and insurance.

- School minibuses must be booked through the member of staff in charge of the minibuses and must only be driven with an appropriate licence.

- NB. If pupils are travelling in a private motor vehicle (teacher's car) specific consent must be gathered and a Use of Private Vehicle Form completed to record up to date licence, tax, MOT and insurance information.

Use of Personal Devices

Trip leaders may exercise their own discretion to permit or forbid the use of personal Mobile Phones and/or Smart devices whilst their trip is not on the school site. This discretion should be clearly communicated to other trip staff, parents and students prior to the trip and again to students and staff during the trip, particularly if those permissions are subject to change at different times. Whilst on school site, the Mobile Phone and Smart Devices Policy remains in effect.

Trip leaders may permit the use of personal Mobile Phones and or Smart Devices for uses such as (but not limited to) the following;

- Saving necessary trip information (emergency information/telephone numbers/addresses/contact information/itineraries etc.)
- Contact with trip leader/trip staff
- Contact with parents/carers
- Collecting data/images for educational purposes
- Capturing images/video as a keepsake (with the consent of any individual captured)

Trip staff may exercise their own discretion should a student fail to follow instructions around personal device usage and may refer to the school Mobile Phone and Smart Devices Policy and Behaviour Policy for guidance.

Unrestricted use of mobile technology and access to the internet poses a multitude of risks to both students and staff, some of which are referenced in our Child Protection and

Safeguarding Policy. Actions which could bring the school into disrepute, risk the safety and/or privacy of students and/or staff, will be sanctionable under the Behaviour Policy.

Residentials

The following should be considered:

- The School staff should sleep in rooms on the same floor as pupils. If there is more than one floor used the staff should be split accordingly.
- There must be separate male/female sleeping/bathroom facilities for pupils and staff.
- Everyone is made aware of fire precautions and exits.
- A fire drill should be practiced as soon as possible after arrival.
- The accommodation must be safe from unauthorised access.
- Locks should work on group rooms but staff must be able to access rooms at all times.
- There should be adequate and safe lighting, heating, ventilation and drying facilities if needed.

International Trips

Travel abroad should be organised through a reputable tour operator. The operator must hold the appropriate licence and insurances.

Passports and Visas must be valid and appropriate to the country being visited; Health Insurance Cards (GHIC) may be required.

The Trip Leader should know where the nearest British Embassy or Consulate is located and the telephone number and ensure that they have this information to hand.

Trip Leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected e.g., appropriate injections against diseases.

If the visit is to be organised by the School itself, the Head Master should be involved in early discussions before anything is booked or offered.

Critical Incident response and procedures.

Emergency procedures are an essential part of planning any school visit.

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty.
- inform the emergency services and everyone who needs to know of the incident.

The Trip Leader will take charge in an emergency

The Trip Leader will contact the School contact in an emergency. If an emergency occurs the main factors to consider include:

- the extent of the emergency
- ensuring that the group are safe and looked after
- getting the names of any casualties and get first aid
- ensuring that all group members who need to know are informed
- a teacher must accompany casualties to hospital and ensure the rest of the group are adequately supervised at all times and kept together
- notifying the police if necessary
- if abroad, notifying the British Embassy/Consulate
- informing the School contact and passing on details of the incident
- writing down as much as possible about the incident and the names and addresses of witnesses. Keeping a log of what happens
- completing an accident form as soon as possible
- there should be no contact with the media. This would be done through School by the Head Master and/or the Chair of Governors
- no one in the group should discuss legal liability with other parties
- completed online accident forms must be shared with the H&S officer. This allows the Health & Safety Officer to keep a record of all accidents reported in school, which is a statutory requirement

Appendix

Appendix i – PP/Bursary funding support letter

Pupil Premium, Free School Meals and Bursary: Support for Trips and Visits

This document has been designed for families who receive Pupil Premium, Bursary and/or Free School Meals. It contains information and advice about how to access financial support for trips and visits. We understand that trips enrich and enhance the educational experience of our students. For this reason, we aim to offer eligible families as much financial support as we can. **We encourage families to always apply for a trip if interested, as securing a place is the first crucial step. Details of the financial support available can be discussed once a trip place has been offered.**

Trips and Visits Support

AGSB offers two types of trips and visits. The support that we offer for each is outlined below.

- **Curriculum:** these are compulsory and link directly to a programme of study e.g. a site study for controlled assessment/coursework purposes
- **Enrichment:** these are optional and may link to a programme of study or offer other enrichment benefits e.g. a residential trip abroad with cultural visits

Support Category	Type of Trip	Total Trip Cost	Subsidy Offered
Pupil Premium Y7-Y11	Curriculum	Unlimited	100%
	Enrichment	Up to £30	100%
		Up to £100	75%
		Up to £200	50%
		Above £200	Decided case-by-case, subject to funds. Further details below.
Bursary Y12-Y13	Curriculum	Unlimited	100%
	Enrichment	N/A	16-19 Bursary funding cannot be used for non-curriculum costs.

Accessing Support for Trips

As stated above, it is essential that you apply for a place if your child is interested in a trip. Please follow the usual application process to do so. If your child is allocated a place on an enrichment trip which costs over £200, we will contact you after their place has been secured to offer a subsidised price. If you are able to proceed based on this price, your ParentPay will be adjusted to reflect the subsidised cost. Please follow the usual trip processes from this point.

Free school meals on trips and visits

If your child receives Free School Meals and any lunches are not provided as part of the trip, fixture or tournament, you will receive a food allowance prior to departure.

Financial assistance with other trip-associated costs

Students who receive Pupil Premium are also eligible to reclaim any transportation costs which are not included in the overall trip price, by submitting a claim form in the Pupil Premium section of the school website. Students who receive Bursary should use their weekly allowance to assist with travel costs and contact Ms Cathcart if this is an issue.

Appendix iii – T's and C's

ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

GENERAL TERMS AND CONDITIONS for Educational Trips/Visits

Please note your son's place on any visit/trip is at the discretion of the Head Master and is dependent upon your child's good behaviour and as such can be withdrawn at any time with no refund.

To join a trip, firstly you will be invited to complete an **Expression of Interest Form**. Once the trip numbers are confirmed, you will receive a request to complete the relevant **Trip Form** giving full details of health, medical and dietary information. You must also commit to notify the Trip Leader in writing of any changes prior to the departure of the trip/visit. You will also be requested to make a deposit/full payment for the trip. A deadline date will be provided to action the above. **If you do not respond by this date, then unfortunately your place will be withdrawn, and we will offer the place to the next person on the waiting list.**

Every student travelling abroad must have a **valid** passport and an **appropriate** visa. *(For overseas trips, please provide with the completed forms a photocopy of your child's passport and GHIC/EHIC when applicable.)*

- For Global Health Insurance Card (UK GHIC) and European Health Insurance (UK EHIC) Please check website latest requirements: https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-freeuk-global-health-insurance-card-ghic/

- For all trips the FCO 'entry requirements varies regarding passport validity etc. It is important **you** check the FCO website below to check the requirements specific to the country your child is visiting.
  https://www.gov.uk/guidance/passport-rules-for-travel-to-europe-after-brexit

Please note **all** trip deposits are non-refundable once your child has been allocated a place. Should your son withdraw from the Trip/Exchange you may be required to pay **part/all** of the trip costs dependent upon the terms and conditions of the travel company used/bookings made. Where possible, School will endeavour to recover and reimburse payments made, partially or in full.
(*Eventualities such as unforeseen medical conditions or family bereavement etc. may be covered by the School*
Insurance Policy.)

In the highly unlikely event that students and staff are unable to return from an overseas visit due to a circumstance beyond our control, the School will work closely together with the insurance company and the airline carrier to ensure the safe return of students and staff.

However, parents will be expected to contribute to any extra costs that the School might incur in repatriating the students because no insurance company would be willing to provide cover for every eventuality.

The final decision regarding the participation of a student in the trip/visit lies with the Head Master/EVC/Trip Leader.

COVID Compliance (For Domestic Residential Travel)

For domestic residential trips please follow the latest Government guidelines for any updates or amendments.

COVID Compliance (For International Travel)

To be compliant with insurance, we would expect students to comply with all relevant government and local authority travel requirements for any countries they are travelling from, to, and through, during their trip including but not limited to visa, vaccination, inoculation, health test and screening requirements and certification.

Appendix vi – Parent information meetings (generally prior to international trips)

a. Pre-trip Parent/Carer information evenings must contain.
    i. Dates and cost of the trip.
    ii. Details of supervision levels (particularly if there are any periods of 'remote supervisions').
    iii. Contact information (Trip phone, staff names and e-mails)
    iv. Travel and accommodation arrangements.
    v. Kit list (necessary equipment and clothing).
    vi. Safeguarding information/guidance for Pupils and Parent/Carers
    vii. Emergency contact information
    viii. Check status of, and procedures for, pupils who have medical conditions.
    ix. Detailed itinerary information (especially drop off/collection, activities with elevated risk, approved/prohibited activities)
    x. Pupils code of conduct.

b. If these meetings move online; the following procedures must be implemented:
    i. Parent/Carer attendance must be taken and evidenced.
    ii. Pupil and Parent/Carer must be on the call for the duration. iii. It is strongly recommended that the meeting is recorded in case of failed attendance.
    iv. Staff (minimum of two) must be onsite, in one room. Once staff will lead the meeting, the other will monitor the chat feature to manage attendance, technical issues, and questions.
    v. Invite to the meeting must be e-mailed to Parent/Carers via the School system (Microsoft Teams) and all e-mail address must be Blind Copied (Bcc'd) for GDPR reasons. vi. The slides and any other relevant information should also be e-mailed to Parent/Carers after the meeting so they have a hard copy of the information.
    vi. There may be occasion where 1:1 face to face meetings is still required for pupils with significant safeguarding/medical/wellbeing concerns.

Appendix viii

Group management briefings guidance. These are non-exhaustive suggestions. A more comprehensive list of groups briefings should be included in the SOPs and situational Specific Risk Assessments. They should all be underpinned by the latest OEAP guidance.

Pupils should understand:

- The purpose of the visit.
- How to avoid specific dangers and why they should follow rules.
- What standards of behaviour are expected from pupils. What is appropriate and what is inappropriate;
- Who is responsible for the group.
- Rendezvous procedures.
- What to do if separated from the group.
- Emergency procedures.
- For residential visits, all group members may be given the address and telephone number of the accommodation. Pupils should be reminded of School's Code of Conduct.
- Where remote supervision takes place, pupils must be aware of the ground rules and must be adequately equipped. Pupils must have a knowledge of out of bounds areas and activities.

Transport briefings

Regular head counts must be carried out.

All supervisors must have access to a list of names of pupils they are responsible for with relevant medical/SEND information.

- Rendezvous points should be arranged and shared in case a pupil becomes separated from the group.
- arrive on time and wait in a safe location.
- do not rush towards the transport when it arrives.
- remain seated and always wear seatbelts.
- do not mess with any equipment on the vehicle.
- bags must be stowed safely and not cause obstructions.
- never distract the driver.
- If unwell, a teacher should be informed.
- leave the coach at the end of each stage of the journey clean and tidy.

Appendix ix

Supporting Financial Information for Trips - Subsistence.

1) Subsistence

These costs should be included in trip Form B as part of the trip cost calculation and should be claimed via a staff expense claim once the trip has taken place. As these are preapproved HRMC rates no receipts are required to be submitted to the Finance team, although the understanding is that the sustenance claim should have been spent on incidental expenses such as food.

Staff attending trips in the UK will be entitled to claim subsistence as follows:

Minimum journey time	Maximum meal allowance
One meal (5 hours)	£5
Two meals (10 hours)	£10
When working after 8pm	£15
24-hour period	£25 max.

Rates are within the HMRC pre-approved scale rates which can be found at:

EIM05231 - Employment income: scale rate expenses: subsistence expenses: table of benchmark scale rates - HMRC internal manual - GOV.UK.

Any payment above this rate could be subject to NIC and Tax deductions via payroll.

For staff attending trips outside of the UK, subsistence rates vary by country and region:

Expenses rates for employees travelling outside the UK - GOV.UK

Before calculating the cost required to be included in the Form B at the outset of planning the trip, if there is an expectation of subsistence being paid to staff, the Trip Leader should liaise with finance to ensure the correct rates are used.

Payment:

Claims in line with these thresholds will be paid direct to the employee by BACs.

Claims made above these rates without supporting receipts would be subject to income tax and national insurance deductions and would be paid via payroll

Appendix x

Summary of Cover provided by RPA

The table below sets out a high level summary of the cover provided by the **RPA**, **Member's** should refer to the relevant section for the full terms, conditions, definitions, limitations and exclusions applicable to the cover provided by the **RPA**.

Type of risk	Description	Limit	Member Retention
Material Damage	Loss or damage to **Buildings**, **Contents**, **Computers** and **Stock** owned by or the responsibility of the **Member**	The **Reinstatement** value of the property	£250 (**Primary Academy**) £500 (all other **Members**) each and every loss other than subsidence, ground heave or landslip which is £1000 for all **Members**
Business Interruption	Compensation for increase in cost of working incurred by the **Member**, resulting from interruption or interference with the **Business** following a **Material Damage** loss	£10,000,000 any one loss	£250 (**Primary Academy**) £500 (all other **Members**)
Employers Liability	All sums the **Member** may become legally liable to pay (including claimants' costs and expenses) following death, injury or disease sustained by **Employees** and arising out of and in the course of their employment by the **Member**	Unlimited	Nil

Type of risk	Description	Limit	Member Retention
Third Party Public Liability	For all sums the **Member** may become legally liable to pay (including claimants' costs and expenses) as damages in respect of accidental third party injury or third party property damage	Unlimited	Nil
Governors' Liability	Governors' liability expense	£10,000,000 any one loss and any one **Membership Year**	Nil
Professional Indemnity	Actual or alleged breach of professional duty	Unlimited	£1,000 each and every loss
Employee and Third Party Dishonesty	Direct pecuniary loss due to the dishonesty of **Member Employees** and / or theft of **Money** by computer fraud	£500,000 any one loss and any one **Membership Year**	£250 (**Primary Academy**) £500 (all other **Members**) each and every loss
Money	Loss of **Money** whilst in transit or elsewhere	Various, including cash on premises during **Business** hours or in transit £5,000	£50 (**Primary Academy**) £100 (all other **Members**) each and every loss
Personal Accident	Compensation for **Accidental Bodily Injury** to **Employees, Governors**, trustees, volunteers and pupils of the **Member** whilst on the **Business** of the **Member** in the United Kingdom	**Benefits** £100,000	Nil

Type of risk	Description	Limit	Member Retention
United Kingdom Travel	Compensation for travel related costs including loss of **Baggage** and **Travel Disruption**	**Baggage** and **Money** £2,000 per Person. **Travel Disruption** £1,000 per **Person**	Nil
Overseas Travel (including winter sports) and Personal Accident	Compensation for travel related costs outside of the United Kingdom including **Medical Expenses**, loss of **Baggage** and Travel **Disruption** Compensation for **Accidental Bodily Injury** to **Employees**, **Governors**, trustees, volunteers and pupils of the **Member** whilst on the business of the **Member** outside of the United Kingdom	Medical expenses £10,000,000 per **Person** Baggage £2,000 per **Person** **Travel Disruption** £4,000 per **Person** (£250,000 per trip) **Benefit** £100,000 per **Person**	Nil in respect of **Medical Expenses** £50 in respect of **Baggage** Nil in respect of **Travel Disruption**
Legal Expenses	Reimbursement of legal expenses relating to employment disputes, contractual disputes, tax investigations, civil actions in relation to school expulsions by the **Member**	£100,000 any one loss and any one **Membership Year**	£250 (**Primary Academy**) £500 (All other **Members**) each and every loss
Cultural Assets	Loss or damage to **Cultural Assets** (including **Works of Art**) owned by or the responsibility of the **Member**	£10,000 per item, maximum £250,000 any one loss of multiple **Cultural Assets**	£50 (**Primary Academy**) £100 (all other **Members**)

Type of risk	Description	Limit	Member Retention
Cyber	Compensation for increase in cost of working, incurred by the **Member**, resulting from a **Cyber Incident**. Incident response services following a **Cyber Incident**	£250,000 each and every loss and in the aggregate any one **Membership Year** for an individual **Member**. Where a **Member** is part of a **Group Network** with other **Members** the aggregate liability shall be £750,000 in any one **Membership Year** for the **Group Network**.	£1,000 (**Primary Academy**) £2,000 (all other **Members**)