

K&S Trips Department - Terms & Conditions 2024/2025

KWS value giving our children the best opportunities to learn, consistently drawing on elements outside of the school environment to enhance their education. Day trips, speakers & visitors to the school and residential trips are a fantastic opportunity to learn away from the traditional classroom, as well as broadening their experiences and knowledge.

As a school, we need to ensure that we can run these trips effectively and safely which requires a lot of planning from us, as well as cooperation from parents, students and staff members.

This document will outline our expectations from parents/guardians and students, and also what you can expect from us over the next academic year.

All trips run by KWS are specifically tailored to the students' curriculum and are available to support their learning. The Trips Department works closely with the Head of Years and Subject Leads to ensure that trips being organised are relevant and beneficial.

All students will have an equal opportunity to attend trips suitable to their learning, but spaces are not guaranteed. It is a privilege for us to provide, and students to attend these additional learning opportunities and we hope they can be respected as such.

The terms set out in this document detail instances where students' placement on trips may be reconsidered and withdrawn by the school.

Trip registers will be regularly evaluated from launch date, to trip date to ensure students attending are meeting school code and will not impact others' learning or enjoyment, factors will include but are not limited to the below:

- Relevance of trip to current academic studies
- Parent/guardian consent via Arbor by securing a place before the deadline
- Student/staff safeguarding
- Provision for reasonable adjustments to support additional needs
- Student behaviour
- Student attendance
- Provision of required medication and medical attention
- Full payment of trip balance

The members of staff involved in this review process will vary case by case, but could include the Headteacher, School Business Manager, Trips Coordinator, Head of Year, Student Support Officer, and Trip Leader.



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Trip Procedure:

All trips will be authorised by either the Headteacher or the School Business Manager.

In preparation for a trip, the trip coordinator will liaise with the trip lead to:

- Financially budget the trip
- Conduct a risk assessment for the venue, activity and travel
- Using Arbor, invite the relevant students and send information out to parents
- Set an appropriate deadline for participation
- Ensure a suitable student:staff ratio
- Provide an itinerary for planned activities
- Confirm travel arrangements
- Provide ongoing support for parents, students and teachers prior to and during the trip

As parents, your responsibilities are as follows:

- Ensure Arbor is up to date with the student's correct medical information
- Using Arbor, provide consent for the student to take part in the trip
- Using Arbor, make full and final payment within the specified deadlines
- Ensure you have checked the trip documentation for the below information
 - Drop off location and time
 - Uniform requirements
 - Lunch arrangements (Packed lunch/cash/card)
 - Pick up location and time

Arbor:

Each trip will have a deadline for signing up, after which, it will no longer be available to subscribe to. This is to allow time to ensure all the relevant logistics can be confirmed.

There are 3 sections for trips in Arbor:

- Upcoming Trips - Trips that your child has a place on will show here
- Trips Open To - Trips that are available to your child, and are still within the sign up window, will show here
- Past Trips - Trips your child has previously been on will show here

Once a trip passes the sign up deadline, it will no longer show on your Arbor account unless you have a place confirmed.

If you miss the deadline for signing up, there is no guarantee that your child will be included within the trip. In certain circumstances, we may be able to make exceptions to include students. However, this is strictly on a case by case basis.



Financial Arrangements:

The school is able to provide support for Pupil Premium students. If this applies to your child, please ensure to email the trips department at trips@kwschool.co.uk prior to the application deadline. The sooner we know you require assistance, the more likely we are to be able to help.

If you would like your child to be involved on a trip but are concerned about the cost, despite not being eligible for Pupil Premium please contact the trips department as we may be able to provide further assistance. If you fail to contact the trips department before the deadline for a trip, we cannot guarantee we will be able to help.

Trip Information Webinar:

For international, residential, or adventurous trips, the trips coordinator will schedule a webinar to run through the details of the trip to the parents/guardians of invited students. This will happen before the invitation opens and will also include a Q&A period.

Who to ask?

Trip Coordinator – Jack Frost – trips@kwschool.co.uk

- Travel arrangements
- Booked activities
- Payment queries
- Arbor queries

Trip Leader – Please see specific trip documentation

- On trip groupings
- Academic benefits
- Subject relevance

Oversubscribed Trips:

Some of the trips we run, will have a maximum capacity of attendees to ensure they are both effective and safe. This inevitably means that there will be students that miss out. In the event of a trip that we expect to “sell out” there will be advanced warning of when the trip will go live on Arbor. This will be in the form of an email and notice on our school website, so please ensure your contact details are up to date and correct on Arbor.

A deposit payment will be required to reserve your place. If you need to discuss financial assistance for a trip such as this, please do so before the trip opens to ensure your child does not miss out.



Student dismissal from other locations:

Some trips will involve train travel and will be arriving back to Harpenden Station at a time that would allow us to dismiss the students directly from the train station. In this instance you will have prior notice.

If you want your child to be dismissed from the train station you will need to request this by emailing trips@kwschool.co.uk **BEFORE 15:00 the day before** the trip departs. If you have not done so, then your child will need to travel back to school with the members of staff.

Messages to the student's phone on the day will not be accepted.

On Trip Behaviour:

The purpose of running trips is to ensure a fun learning experience for all involved, but it is most important that we are able to keep everyone safe and accounted for. To do this, we need to trust that the students we take with us are going to be **respectful, ready and responsible**.

Post trip there will be a review process involving the trip leader and the trip coordinator. If there have been any incidents of negative behaviour that have risked the safety/educational benefit of the trip these will be logged and taken into consideration during the registration process for the future trips.

Cancellation Policy:

If for any reason, your child can no longer attend a trip, please let us know as soon as possible. If your child's place is taken by another student, we will be able to offer a refund, less any costs unable to be recovered by the school. If the place is not taken up by another student, then a refund may not be paid, and you may be liable to cover any irrecoverable costs.



Inclusion:

This establishment policy endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Visit Leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

The Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

In some instances, we may need to make reasonable adjustments that incur additional costs. For example, taxi's to a location when walking is not an option for a student. In these instances, we will require parental contribution to enable us to make these adjustments.

We will always do our utmost to include everybody, and do not make any decision to withhold or withdraw participation lightly.

Trip Financial Reconciliation

It is important to us that you know all KWS trips are run on a non-profit basis.

We keep a tight control on reconciliation of income vs expenditure of each trip, if any trip makes a significant profit, we will be able to proportionately refund all participants.

Small profits of up to 10% for day trips and 20% for residential trips, are reinvested to cover miscellaneous costs (medical kits & equipment, trip software etc) and to assist with the general running of the department.

In the event of a sudden price increase outside our control, we may be required to alter the price of a trip as we are unable to absorb significant cost increases. Whilst unfortunate, please rest assured this will only be in the rarest of circumstances and we will do everything in our power to avoid this.

At KWS, we pride ourselves on bringing our students the best opportunities, and want all our students to have fond memories of school trips whilst they are part of this community.

Thank you for your engagement in making this possible!

