



# Residential School Journey Policy

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January 2020

Agreed: January 2020

Review Term: Spring 2023

## Introduction

Overnight, residential trips are part of the school's curriculum. Successful trips provide memorable learning experiences and enhance pupils' knowledge, understanding and personal development in ways that are not possible on the school site.

The school is committed to providing residential school journeys to develop pupils' independence, self-confidence and first-hand knowledge of the local and wider world.

Responsibility for residential school journeys rests with the Governing Board, Head teacher and the Educational Visits Co-ordinator (EVC).

## Roles and responsibilities

### Governing Board

- Approve proposal and plans for residential trips annually
- Review risk assessments as part of routine health & safety monitoring
- Review financial end of journey statements

### Head teacher

- Prepare proposal and plans for residential trips
- Deploy staff and arrange any cover of classes for travelling teachers
- Approve arrangements and risk assessments
- Evaluate quality of provision and impact on pupil outcomes

### Education Visits Co-ordinator

- Recommend risk assessment for approval and offer support to party leader

## Planning and preparation

Planning and preparation of residential school journeys must meet the school's own planning expectations set out by the EVC, any requirements by Ealing Council and national statutory or best practice guidance.

## Inclusion

The school aims for all pupils to attend residential school journeys. Reasonable adjustments will be made to enable every pupil to attend, irrespective of background or additional need.

## Charging and remissions

Charging and remissions for residential school journeys is included in the school's Charging and Remissions Policy.

## Booking and Payment Terms

Parents/guardians wishing to enrol a son/daughter should read the conditions detailed below:

The details of the overnight trip/school journey will be added to the appropriate Year Group Noticeboard and to Laser ready for booking.

Activating the payment by adding to your cashbook will book the overnight trip or residential school journey and confirm acceptance of the current Terms & Conditions, a non-refundable deposit will be payable at this time, parents will be liable for the fees, unless cancellation notice is received, see cancellation section below.

A full payment schedule will be available via Year Group Noticeboards and on Laser. Payments must be made by the deadlines published.

Families wishing to receive financial support whose children are in receipt of Free School meals and registered as Pupil Premium should discuss this with their child's class teacher when completing their 'Pupil Premium Passport'

## Cancellation

To cancel a place parent/s must contact the school in writing or via email to:

[finance@fielding.ealing.sch.uk](mailto:finance@fielding.ealing.sch.uk)

Cancellation prior to the deposit payment deadline will be entitled to a refund less an administration fee of £10. Full details of deposit and balance payment deadlines can be found on the school website on Year Group Noticeboards.

Cancellation after the deposit deadline will be entitled to a refund according to the following schedule:

- More than 90 days to departure date: refund of monies paid except for non-refundable deposit
- Less than 90 days to departure date: no refund

If payments are not made by specified dates, then the school has the right to cancel a pupil's place.

## Health Care & Medical Needs

Parent's will complete the medical form & update the Health Care Plan on Laser

Parent's consent to any emergency treatment necessary while their child is in the care of the trip leader.

## Personal possessions

Parents acknowledge that it is the Pupil's responsibility whilst on the School Trip to look after their own money and personal possessions.

## Waiting list

If you wish to enrol your child onto the trip after the initial deposit date, please contact the Finance Manager at [finance@fielding.ealing.sch.uk](mailto:finance@fielding.ealing.sch.uk)

Your child will be placed on a waiting list.

## **Volunteers and school staff**

School staff, including teacher trainees, usually accompany all residential trips. Parent volunteers are not usually needed. Parents may be asked to accompany a pupil as a result of reasonable adjustment to include a pupil and/or risk assessment.

Year group teachers usually travel with pupils for the duration of the residential stay. Further staff are asked to volunteer to meet adult to pupil ratios.

The Governing Board is committed to ensuring work-life balance for school staff. Where staff attend a residential school journey, a day-in-lieu is usually offered to thank staff for their commitment to the school.