

Title of School Trip :

Parental Contract for School Day Trip

I would be grateful if you could read through the following points listed below, which relate to the proposed school trip that your child has expressed an interest in. If after reading through the conditions, you wish for your child to participate in the trip, then please complete the reply slip below & return it, with appropriate payment, to Student services reception.

1. It is essential that you stick to the payment schedule outlined in the original letter, as we have to make payments to the organising company in advance of the date the trip takes place, in order to secure the original price that the trip was offered at.
2. If you withdraw your child from the trip for any reason, unless it is due to a legitimate reason that is covered by the insurance certificate, - i.e. if your child has an illness or suffers from an injury – then the payments made up to this date will not be refundable. This is due to the fact that we have to make financial payments to the Organising Company, and if children are withdrawn then the school loses any payments already made, and indeed we may get charged an additional cancellation fee. In essence what I am saying to you, is that if your child suddenly decides at a later date, after payments have been made, that they do not want to go on the school trip anymore, then the school is unable to make any refunds, and parents must cover any penalty charge made by the Organising Company, to the school.
3. *If you child is ill or injured & not in school on the date of the trip, & thus unable to participate on the school trip, then in order that a refund **may** be made, it is essential a medical certificate is provided covering the dates of the school trip.*
4. If your child is excluded from school, due to inappropriate or dangerous behaviour, then the school reserves the right to withdraw the child from the trip, and no refund will be given. However the school will exercise it's right to use their discretion in this matter.
In essence, it is absolutely crucial that yourselves, and your child clearly understand the importance of good behaviour in and around the school, and in accordance with general school rules and the school code of conduct. *The code of conduct and behaviour code is in the student planner, and Year book. However if you would like another copy then please contact the school, via student services, and they will be happy to provide you with one.*

There is an enormous amount of responsibility placed upon myself, and the other staff accompanying the school trip, with regard to looking after ALL of the children on the trip. We need to know that students can be trusted to behave themselves in school, in familiar surroundings, before we can take them to a different environment, to take part in a school trip. I hope that you can appreciate this, and your continued support in reinforcing safe, sensible and appropriate behaviour at all times to your child, would be much appreciated.