



Title of School Trip :

Parental Contract for Overseas, residential School 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 still 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 regular payments to the Travel Company to secure the original price that the trip was offered at. It would be really useful if you could send in a series of post-dated cheques for the 1st of each month as outlined in the payment schedule. The Finance Office WILL NOT cash the cheques until the payment date. Your child will be given a paying in card which will be signed by the finance office every time a payment is made, so that you have a record of how much you have paid. If you miss any payment deadlines, then it is vital that you contact the school finance office to explain your situation or reasons for missing a deadline. Failure to do so, may put your child's place on the school trip in jeopardy.
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 This is due to the fact that we have to make financial payments to the Travel Company, and if children are withdrawn then the school loses any payments already made, and indeed we may get charged an additional cancellation fee.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 Travel Company, to the school.
3. 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 therefore, it is absolutely crucial that yourselves, and your child clearly understand the importance of good behaviour 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 another copy.*

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 this school, in this country, before we can take them abroad to a foreign country to take part in a school trip. I hope that you can appreciate this, and your continued support in reinforcing this to your child would be much appreciated.

4. It is a requirement that every member of the school trip has his or her own passport & medical European Health Insurance card. If your child does not have any of these forms, then please could you take the appropriate action to secure them WELL in advance of the trip commencing. I shall be collecting them all in, **4 weeks** before we depart for safe keeping. This allows us to make sure that the relevant details are correct and up-to-date, as well ensuring that no-one forgets to bring the documentation on the departure day. All documentation will be kept in the school safe until the day of departure.