

# THE COTSWOLD SCHOOL – POLICY DOCUMENT



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<b>Policy:</b>	<b>Trip Policy</b>
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<b>Version Number:</b>	<b>4.0</b>
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<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Mrs F Hudson Mr T Redding</b>

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- The Cotswold School has always had a strong and successful tradition of organising trips to enable our pupils to go on trips both at home and abroad.
- This was specifically recognised by OFSTED in our most recent inspection.
- We offer day trips within school hours, day trips out of school hours, residential trips in this country (eg Geography field trips) residential and exchange trips abroad and expeditions.
- As a former Language College with full International Award accreditation we consider overseas trips to be a vital part of our mission to raise awareness of different cultures, to give the pupils the opportunity to put their languages into practice and to learn some of the skills in our citizenship programme.
- Many departments offer many day trips some of which will be offered in school time and others outside of school hours. Other departments are increasingly offering curriculum related trips abroad across the various key stages.

## **What the school will do**

- Give an overview of overseas trips each year to parents with details of price and targeted year groups so that parents can make an informed choice as to what they would like their child to participate in.

## **We as a school will do our best to**

- Offer a wide and varied programme of trip possibilities
- Give your child a safe and enjoyable experience

- Provide opportunities to consolidate curriculum knowledge
- Encourage self-confidence and social skills
- Offer trips to relevant and appropriate age groups eg the MFL department will run trips that are specifically targeted to an appropriate level of cultural and linguistic suitability for the targeted year group. ie residentials for younger pupils and exchanges for more experienced linguists
- Offer trips to all pupils regardless of gender, ethnic minority or disability and will endeavour to meet the requirements of those who have specific needs.
- Reserve the right to refuse or cancel an application to join a trip from any pupil whose behaviour might constitute a danger to the safety of others or interfere with the smooth running of the trip or whose attendance is low and does not warrant time out. Both behaviour and attendance records of trip participants will be checked regularly. If a place is cancelled on those grounds parents will be refunded in full.
- Have an experienced member of staff responsible for reviewing the planning of and monitoring the risk assessment of all trips.
- Follow an agreed procedure for the organisation of trips from start to finish
- Ask parents to contribute to the cost of the trip but may have to cancel the trip if there are insufficient contributions.

#### **In addition for overseas trips**

- Run trips according to government and county health and safety guidelines with reputable school travel companies where appropriate.
- Provide training for all staff leading residential trips
- Ask for a contribution of minimum £100 as a deposit, returnable only if a direct replacement can be found
- Use Parentmail for payment so parents have an up to date record of how much they have paid and still owe.
- Reserve the right to remove pupils from a trip if there is serious default on payment, although we will always negotiate a flexible payment plan if there are significant financial problems flagged up.

- Run an information evening for all parents and pupils going on overseas or residential trips
- Expect parents and pupils to read a detailed code of conduct and sign a behaviour contract
- Ask parents to come and collect their child at their own expense should the child's behaviour be considered either dangerous or detrimental to the smooth running of the trip

### **What parents are asked to do**

- Only sign up if they intend to honour the commitment made with the deposit
- Keep up to date with payments as much as possible
- Return paperwork promptly
- Inform the school of any change in medical or contact details
- Attend any trip information sessions
- Sign their child's behaviour contract to show that they agree to the behaviour requirements
- Turn up punctually for departure and to meet the coach on its return (failure to comply with this may put future requests for trips in jeopardy.)
- Collect their child at their own expense if their child's behaviour warrants it.

### **What pupils are asked to do**

- Obey the staff at all times

**The vast majority of our pupils are a credit to the school and have a wonderful cultural and linguistic experience. We hope that all children have either already benefited from our trips programme or will have the opportunity to do so in future.**

ratified by Governors and  
signed as such by The Chair of Governors

*(10/09/2018)*

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.