



Tomlinscote School

Educational Visits & Off-site Activities Policy

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Tomlinscote School

Educational Visits & Off-site Activities

1. Introduction

Tomlinscote School is committed to the provision of off-site activities and outdoor education. Such opportunities enhance and enrich the learning experience and may even serve to change the course of a child's life. Off-site activities can result in the development of self-esteem, interpersonal skills, independence, creativity and enhanced motivation. Furthermore, Tomlinscote School is passionate about the need to ensure that all students are given the opportunity to gain an experience of other cultures and exposure to language learning with native speakers in their own country.

The value of off-site activities is well recognised by the AQC and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site activities must be well managed, information communicated, and responsibilities recognised.

This document outlines the specific policies and procedures for Tomlinscote School. It supplements and follows the advice and guidance contained within the following significant publications:

- OEAP National Guidance (<https://oeapng.info>)
- DfE guidance to help schools understand their obligations when undertaking off-site activities and other out of school activities (Health and safety on educational visits - GOV.UK (www.gov.uk))
- HSE advice ([HSE - School trips - Tackling the health and safety myths](#) and [School trips and outdoor learning activities: Tackling the health and safety myths \(hse.gov.uk\)](#))

2. Criteria for approval

2.1 All visits will be considered in three categories, A, B and C, with A being top priority.

Category A: those visits, which can be demonstrated to meet compulsory curriculum/examination syllabus requirements (e.g. Geography field trip). Category A visits take priority over other visits and may take place during term-time.

Category B: those visits, which do not meet specific curriculum/syllabus requirements but do have links to curriculum delivery. Category B visits over one day in length will take place with a maximum of 50% within term time and the rest in school holidays/weekends.

Category C: those visits, which do not relate to any curriculum-specific requirements.

Category C visits should not overlap with the timing of any A/B category visits, as this could jeopardise recruitment to Category A/B visits and will take place wholly outside term-time.

2.2 Additional points for consideration:

- Financial support, as available, will be directed to support students attending category A visits ahead of all other visits.
- Staffing/cover implications: in the interest of keeping cover disruption as low as possible, staff selected to accompany visits should, where possible, be those with the lowest cover requirements on the target dates.
- Best value for money should always be a key consideration in planning off-site activities. It is important to enable the inclusion of students from low-income families.
- Dates for activities should also, whenever possible, be selected to minimise cover requirements (e.g. a one-week visit should where possible run from one weekend to the next, necessitating *five days' cover* rather than from weekday to weekday, necessitating *six days' cover*).

3. Roles and Responsibilities

3.1 The Group Leader is responsible for identifying the purpose of the visit and for following the procedures outlined in this policy document. It is important to realise that compliance with these procedures will be crucially important in protecting staff in the event of something going wrong. The Group Leader is responsible for completing the activity documentation online through Evolve (www.surreyvisits.org.uk - see Appendix A). This requires the production of a risk assessment which is necessary for all off-site visits (see Appendix B). The risk assessment will take account of:

- Generic risks as published in the staff shared area (V:\Events and Trips\Educational Visits).
- Event Specific Risks as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success, or otherwise, of planned activities and procedures. This may involve inclusion of a 'Plan B' in the risk assessment produced prior to departure. The participants and staff will be fully briefed on the purpose and the risk assessment control measures. Participants are encouraged to consider risks involved in an off-site educational activity.

Provided these procedures are followed, in the event of legal action by a third party, staff are covered by Surrey County Council's indemnity arrangements when acting within the scope of their employment except in circumstances where the member of staff has been found guilty of criminal negligence, assault, or criminal damage.

3.2 The Educational Visits Coordinator (EVC) is responsible for ensuring that all off-site activities follow the correct procedures. The person with these responsibilities, currently an Assistant Principal, will approve the Group Leader for every visit and check the written risk assessments to ensure good practice. In addition, the EVC has the following responsibilities and duties:

- Support the Group Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults.
- Ensure that Disclosure and Barring Service procedures are adhered to where necessary.
- Arrange for an Emergency Duty Officer and draw up proper procedures to be followed in such an event. Current procedures are listed in Appendix C.
- Keep records and make reports of accidents and 'near accidents'.
- Review and regularly monitor procedures.
- Liaise with the Local Authority(LA) Outdoor Education Advisor to ensure the proposed visit complies with the LA regulations.

3.3 The School Principal is delegated by the AQC to approve all off-site activities.

3.4 The AQC satisfies itself that the appropriate procedures, risk assessment and control measures are in place and that the documented guidance notes are being followed. The AQC delegates responsibility for the approval of off-site activities to the School Principal.

4. Important matters for consideration

4.1 Oversubscribed activities: when the number of students wishing to take part in an off-site activity exceeds the number of available places, the school will first consider whether additional places can be sourced so that all interested students may attend. To ensure that as many different students as possible have the opportunity to experience our residential off-site activities, which are often oversubscribed, the school will implement the following steps:

- Priority will be given to students who previously applied for a residential trip but were unsuccessful.
- If the visit remains oversubscribed, a lottery draw will take place. A member of the senior Leadership Team and a staff member not connected to the activity (neither attending nor part of the relevant curriculum area) will be present to witness the ballot. Special consideration will be given to students identified by the school as belonging to vulnerable groups, including Young Carers, Looked After Children, and Previously Looked After Children.

When students apply to go on a school visit, their behaviour—both in and out of school—is taken into account before a place is confirmed. If a student subsequently gives cause for concern regarding their behaviour, the school reserves the right to withdraw them from the visit. Parents/Carers will be informed if the school reaches a point where a student is not permitted to attend any visit until significant improvement in behaviour is demonstrated. Parents/Carers should be aware that in such cases, insurance will not cover the withdrawal, and if the incident occurs after payment has been made, the school will not be able to issue a refund. This applies to concerns relating to a student's attendance or behaviour.

4.2 Safeguarding and Inclusion: all off-site activities must consider safeguarding and inclusion at every stage of planning, ensuring compliance with the Equality Act 2010 and KCSIE 2025. The Pastoral Team and Safeguarding Team will jointly review the suitability of all participants where wellbeing or safeguarding concerns exist. Meetings with Parents/Carers may be held for students with additional vulnerabilities, including those who are Looked After Children, Young Carers, or students with an EHCP, where a risk assessment indicates additional planning is required. Where we believe a student may pose a risk to themselves, to others, or to any member of staff, the Safeguarding team will liaise with the Leadership Team and meet to assess whether it is appropriate for the student to attend the activity. Whilst it is always the school's intention to support and maximise opportunities for all students, if the Safeguarding team, in conjunction with the Leadership Team, do not feel that the staff accompanying the off-site activity (who take on the responsibilities of a Parent/Carer for the duration of the activity) are in a position to effectively safeguard the student, then the student will not be able to go. Meetings and risk assessments will have taken place to build a profile, and although the school will take into account guidance from external professionals, the final decision rests with the Leadership Team.

The Safeguarding Team will ensure that all Group Leaders and accompanying staff are briefed on safeguarding responsibilities, including confidentiality, appropriate physical contact, and reporting procedures consistent with Keeping Children Safe in Education (KCSIE).

4.3 Finance and Refunds: schedules of non-refundable payments for all visits must be clearly communicated to Parents/Carers at the outset, and Parents/Carers will be required to comply with these. This ensures the school can meet the deadlines set by external organisations, including insurance providers.

Late payments may result in a student's withdrawal from the visit.

Where a Parent/Carer withdraws a student after confirmation, payments already made are non-refundable unless a replacement participant is found. Refunds will only be processed once the school's financial reconciliation confirms surplus funds.

Hardship support will be prioritised for Category A (curriculum-essential) visits. The school will seek to ensure equity of access through a Hardship Fund, Pupil Premium, or equivalent grants.

Group Leaders must maintain a post-visit financial reconciliation including receipts, cost breakdown, and surplus calculations. These must be submitted to the Finance Office within two weeks of return.

Eligibility for participation will also take into account behaviour and attendance. Students may be asked to sign an individual Behaviour or Attendance Contract in consultation with Parents/Carers, the Head of Year, and the School Principal. Failure to meet the contract requirements may result in removal from the activity without refund. Students who have been off rolled will not be eligible for a refund.

4.4 Attendance: if a student's school attendance is raised as a concern, the Leadership Team and the Activity Leader may seek clarity on whether the activity is appropriate for the student to attend. The student will need to demonstrate, in the lead-up to the activity, that they are able to attend school at the level the school expects, in line with national guidance.

Off-site activities are physically demanding and require students to maintain the pace of days that involve multiple activities as well as travelling. Poor school attendance may raise concerns about whether a student is able to cope with the demanding nature of an off-site activity, and whether the school can effectively resource the activity—particularly in maintaining appropriate student/staff ratios. Where a student's attendance is a concern, Parents/Carers and the student will be informed, and conversations will take place to support improvement. An attendance contract will be drawn up (see exemplar in Appendix J), and attendance will be reviewed fortnightly by the Activity Leader and a member of the Senior Leadership Team.

4.5 Behaviour: The acceptance of students on off-site activities will depend on their behaviour both in and out of school. Where concerns exist about a student's behaviour prior to an activity, a behaviour contract will be drawn up in advance. The student will be required to maintain a positive behaviour record in school; failure to do so may result in exclusion from the activity. Appendices H and J provide example letters outlining expectations, as well as detailing the process and communication used if a student is excluded from an off-site activity.

Some students may require an individual risk assessment. If a student's behaviour raises concerns regarding the health and safety of themselves or others, the matter will be discussed with Parents/Carers; however, the school reserves the right to exclude the student from the off-site activity once all possible options have been explored. Poor behaviour during an off-site activity may also affect eligibility for future activities. In such cases, school journey insurance may not cover payments already made, and unless a replacement can be found, the school will not be able to refund any money paid.

All discussions and decisions will involve at least one member of the Senior Leadership Team.

4.6 Mobile Devices and other digital devices: mobile phones and electronic devices can enhance communication but also pose safeguarding risks. Therefore, such devices are generally prohibited during off-site activities, except where they are required for medical monitoring, and in exceptional circumstances for SEND or safeguarding reasons with the agreement of the school. In all other cases, the Group Leader must seek and obtain explicit approval from the School Principal prior to use. Where permission is granted, clear expectations regarding safe and responsible usage must be communicated to students and families, including any potential safeguarding considerations. Should inappropriate use occur, Tomlinscote staff reserve the right to confiscate the device for the remainder of the activity. Students must agree to these arrangements as a condition of participation.

The use of social media during visits is restricted to official school communication channels. Staff and students must not post or share any images of students or make any visual or written reference to Tomlinscote school on personal accounts.

4.7 Withdrawal from an off-site activity: if a Parent/Carer chooses to withdraw their child from an off-site activity, all payments will be forfeited unless another student can be found to take the place. Parents/Carers should be aware that off-site activities are not profit-making, and once payments have been made to a travel company or provider, the school has no available funds with which to issue refunds.

If Parents/Carers believe they may have difficulty making a payment within the required timeframe, they should discuss this with the activity leader. Failure to do so may result in the student being withdrawn from the activity, with all payments made being forfeited. In such circumstances, the school may not be in a position to provide a full refund.

4.8 Staff Code of Conduct: staff are expected to adhere to the school's Code of Conduct at all times during visits. At least two members of staff on residential visits must refrain from consuming alcohol throughout the visit. All staff are reminded that their professional responsibility extends beyond the school day during off-site activities.

5. Procedures for Off-Site activities

To ensure proper good practice and compliance with the necessary regulations it is expected that:

5.1 All Group Leaders will familiarise themselves with the advice and guidance available in this policy. Training for Group Leaders can be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

5.2 It is good practice for Group Leaders to use the checklist in Appendix D. In order to plan an off-site activity, the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games/matches need to be planned ahead also. It may be possible to approve a series of events on an annual basis. Any visit that is scheduled to take place during school hours in term time must be approved in principle by the School Principal before it is formally submitted for authorisation. The first letter to Parents/Carers must be signed by the School Principal and no financial commitment should be agreed until all relevant approvals have been achieved using the pre-visit authorisation form (appendix E).

5.3 The electronic application on Evolve (see Appendix A) must be submitted to the EVC at least **two months** in advance for any off-site activities which involve any of the following:

- Hazardous activities;
- An overseas trip and/or;
- A residential trip.

Following approval by the School Principal, the visit will require authorisation from the Head of Strategic Risk Assessment at Surrey County Council.

5.4 All other off-site activities will require the submission of an electronic application form on Evolve (see Appendix A) at least **one month** in advance. Any applications which are submitted with less notice may not be considered for approval. If a specific detail of the activity has not yet been confirmed, it is better that the application is submitted with the required notice and changed, if necessary, at a later date.

5.5 A completed risk assessment form (Appendix B) must be attached to the electronic application form. External providers will have their own risk assessment documents that can be used to help in this process. Whenever possible, visits should be arranged with organisations that hold the LOtC Quality Badge, as this remains the nationally recognised assurance standard for safety, quality, and learning value. If a provider does not hold the LOtC Quality Badge, the Group Leader must ensure that a Provider Statement (available on the staff shared drive: V:\Events and Trips\Educational Visits) is fully completed and returned to the school. In addition, the provider must supply a copy of their Public Liability Insurance certificate, showing a minimum cover of £5 million. Both the completed Provider Statement and the insurance certificate must be uploaded to Evolve as part of the visit approval process. For certain activities an Adventure Activities Licence is legally required (see the HSE guidance: <https://www.hse.gov.uk/aala/>). If this is the case, their licence number need only be quoted instead of actually requiring their documents.

5.6 The initial letter to Parents/Carers must be approved by the School Principal and subsequently attached to the electronic application form. This letter will be signed by the School Principal once they are satisfied that the letter is appropriate and fulfils all legal obligations. This will then be returned to the Group Leader for distribution to Parents/Carers. All subsequent letters relating to the activity should be signed by the Group Leader.

5.7 Once the required approval has been given by the School Principal for an off-site activity, the letter should be sent to Parents/Carers with a link to the electronic parental consent form and behaviour contract (Appendix F). Upon completion of these forms, the details should be downloaded as a spreadsheet, a copy of which must be provided for the Duty Officer and Home Contact if applicable, as well as other supervising adults involved in the activity (and made available offline on iPads for immediate access at all times, instead of carrying paper copies).

5.8 For all overseas visits, Parents/Carers are responsible for ensuring that their child holds a valid passport and

any required visas or immigration permissions necessary for travel and re-entry to the United Kingdom. In accordance with the change in UK border legislation effective 25 February 2026, all UK dual nationals travelling on a school overseas visit must present a valid UK or Irish passport in order to re-enter the United Kingdom. This requirement applies even where the student holds citizenship of another country and possesses an alternative passport. This legal change means that students who hold dual nationality but do not hold a UK or Irish passport will not be permitted to travel, as the school cannot accept responsibility for a student being refused re-entry to the UK. Parents/Carers of dual-nationality students must therefore ensure that a valid UK or Irish passport is obtained in good time before the visit. The school will request confirmation of this documentation as part of the pre-departure checks. All passport information will be handled securely and in accordance with data protection legislation, and will be retained only for the duration necessary to support the administration and safety of the overseas visit.

Where a student is travelling on a non-UK passport, including an EU passport, the school will need to require confirmation that the student has the appropriate UK immigration status to allow re-entry to the UK following the visit. This includes, where applicable, Indefinite Leave to Remain (ILR), Settled Status, Pre-Settled Status, or alternative valid immigration permission. The school will contact Parents/Carers of students travelling on EU or other non-UK passports to confirm that appropriate immigration status has been secured. Parents/Carers may be asked to provide documentary confirmation of this status, such as a Home Office status confirmation page or share code, in advance of travel. Failure to provide confirmation of the appropriate immigration status by the specified deadline may result in the student being unable to participate in the visit, as the school cannot accept responsibility for a student being refused re-entry to the UK. The school will handle any immigration-related information in accordance with data protection legislation and will only retain such information for as long as is necessary for the purposes of the visit.

5.9 For all overseas off-site activities, the school is required to obtain explicit written consent from every adult who holds parental responsibility for the student. This consent must be provided in the form of a wet ink signature, as electronic signatures are not accepted for international travel or for meeting the legal requirements associated with taking a child abroad. This requirement ensures that the school complies with safeguarding expectations and international travel regulations. Overseas travel may involve checks by border authorities, transport providers, and accommodation hosts, all of whom may require proof that the school has obtained full consent from all adults with parental responsibility.

A model consent form for overseas travel (Appendix G) must be issued once a student's place on the visit has been confirmed. All adults with parental responsibility must sign a separate copy of the form in ink and return the original document to the school by the stated deadline. Where parental responsibility is shared across households, signatures must be obtained from each adult with legal responsibility. Failure to return a fully completed consent form may result in the student being unable to participate in the visit, as the school cannot accept responsibility for a student travelling without the required legal permissions.

Consent forms will be stored securely and handled in accordance with data protection legislation. Forms will be retained only for the duration necessary to support the administration and safety of the overseas visit.

5.10 For all overseas visits, the Group Leader must carry an official group travel letter for the duration of the visit. This letter must be signed by the School Principal and stamped with the school seal. The letter must confirm that the visit is a school-organised educational activity and must include a list of all students and staff travelling as part of the group. The information provided should include, as a minimum:

- Full name of each traveller
- Date of birth
- Passport nationality and passport number
- Outline travel arrangements, including transport details
- Accommodation details for the duration of the visit

This documentation is required to support border control, immigration authorities, transport providers, and accommodation hosts, and must be readily accessible at all times during the journey. The Group Leader is responsible for ensuring that the information contained within the letter is accurate and up to date prior to departure. Any changes to the travelling party must be reflected in an updated version of the document. The school recognises that this documentation contains personal data and will ensure that it is handled securely and in accordance with data protection legislation.

5.11 All details of the visit, as well as a copy of the initial letter to Parents/Carers and the relevant Risk Assessment(s)

must be uploaded onto Evolve and submitted. In the case of overseas visits, a detailed itinerary is also required.

5.12 Before the visit takes place, the Group Leader must ensure that all supervising adults are familiar with the risk assessment and the Emergency Response Plan (Appendix C). Laminated Emergency Response Cards must be carried by all supervising adults. These are available from the staff shared drive V:\Events and Trips\Educational Visits or Evolve.

5.13 Evaluation Report: on return, an evaluation report should be completed if there has been a 'near miss' or an accident. Notes should be made as soon as possible after the 'near miss' or accident and then officially reported on Evolve.

Appendices

Appendix A – Completing the online application form at www.surreyvisits.org.uk

Appendix B – Risk Assessment Form

Appendix C – Emergency Response Plan

Appendix D – Checklist for all off-site activities

Appendix E – Pre-visit Authorisation Form

Appendix F – Parental Consent Form and Behaviour Contract

Appendix G – Parental Consent for Overseas Visits & UK Dual Nationals Letter

Appendix H – Off-Site Activity Expectation Letter

Appendix I – Withdrawal from An Off-Site Activity Letter

Appendix J – Off-Site Activity Attendance Contract

Appendix K – Frequently Asked Questions

Appendix A

GUIDANCE ON COMPLETING AN ONLINE VISITS APPLICATION FORM

(To be used in conjunction with the Evolve Starter Guide on the staff shared drive V:\Events and Trips\Educational Visits\Educational Visits guidance & Forms to Complete)

1. Type www.surreyvisits.org.uk into the address bar.
2. Login with your username and your password which is available from the EVC.
3. When you enter the system for the first time you will need to change your password to something you will remember. Do this by clicking on 'My profile' then 'Change password' and then enter and confirm your new password. Then click on 'continue' and then 'Update'.
4. To complete an application form, click on 'Add' tab at the top of the page, and select 'Visit Form' (please note the 'Local Area Visit' is only available for repeated activities whose risk assessments have been pre-approved). You will then need to complete all parts of the form as directed. These are automatically saved as you progress, so you can log out and return to the form at a later time.
5. Under 'Visit Type,' please be aware that any visit, except for those in the 'none of the above' category, will require approval from Surrey LA. This will be indicated at the end of the process.
6. When you arrive at the page requesting a D.O. (Duty Officer) this must be the School Principal, one of the Vice Principals or the EVC. In exceptional circumstances, another member of SLT may be approached. You must seek their approval to act as the Duty Officer before completing the form. The 'Duty Officer 2' (Home Contact – see Appendix H) should be completed for visits taking place outside of standard school hours. This person will deal with routine matters and serve as a link between Parents/Carers and the off-site activity staff for anything that is not regarded as an emergency.
7. On the page for attachments, you must ensure that a completed risk assessment is uploaded onto the form (use Appendix B). This can be achieved by clicking on '+ icon' on the right-hand side of the page, on the 'Risk Assessment' row and then type the visit name in the box 'Name of Attachment' e.g. 'Geography Field Trip.' Then click on 'Browse' and find your completed risk assessment. When you have found your document, select it and click 'open.' Finally, click 'Continue.' This document will now be attached to your application form.
8. On the same attachments page, under 'other' you must attach your completed letter to Parents/Carers. This can be uploaded in the same manner described in 7 above.
9. For all overseas visits, a detailed itinerary also needs to be uploaded by following the same procedures.
10. When you submit your form at the end of the process, you will be asked to send email notification to the EVC. Do this to ensure that the EVC knows that an application form is waiting on the system for their approval. Do not send incomplete forms to the EVC.

Any questions about this process should be submitted to the EVC by email.

Appendix B

**Tomlinscote School
Risk Assessment Form**

Trip or Visit:		Date:	Depart Time:	Return Time:
Year Group(s):		Department:		
Assessed by:		Date:		
Hazards	Identify Individual Risk	Who Manages It?	By Doing What?	

Appendix D

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

The following checklist may prove useful in the planning and administration of an off-site activity, but it must not be used in isolation and the relevant sections of the guidelines must be read in full.

Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an 'aide memoire'.

"Who" is the most appropriate person to perform the task, not necessarily the Group Leader. A name or staff code should be used.

"When" indicates when the task needs to be completed.

"Done" shows that the task has been carried out – the box should be dated.

	Who	When	Done
Initial Planning			
Have the aims and objectives been set?			
Will the visits, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visits?			
Has the date been initially identified?			
Has the venue been initially identified?			
Has the composition of the group been identified?			
Have the supervisory requirements been identified?			
What is the approximate cost and who will pay?			
Is there Initial approval from the School Principal?			
The venue			
Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the aims and objectives?			
The preliminary visit			
Has a preliminary visit been undertaken?			
Staffing			
Have staff been identified and booked with the Cover Manager via the pre-visit authorisation form?			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications?			

Is an appropriately trained first-aider required to accompany the visit at all times?			
Have all supervisors understood and agreed their roles and responsibilities with the Group Leader?			
Has a hierarchy been put in place and made clear to all in the party?			
Are all supervisors clear about expectations that, usually in the case of Residential Trips, at least 2 of them will refrain from consuming any alcohol during evening times, when not directly supervising students?			
Have all staff signed a medical disclosure form identifying any medical needs they have?			
Have all Disclosure and Barring checks been satisfactorily completed? Allow at least 3 weeks for this process.			
Have a duty officer and a home contact if appropriate (Duty Officer 2' on the electronic form) been identified?			
Risk assessments			
Has a satisfactory risk assessment been completed?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by the LA?			
Have any contractors' risk assessments been checked by the Adventure Activities Licensing Authority or the LA?			
Preparing young people			
Do the young people know what standard of behaviour is expected of them?			
Do the young people know any rules and regulations they must adhere to?			
Do the young people know who their leaders are?			
Have the young people been properly prepared, trained, qualified and tested to undertake the planned activities?			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
Have pocket money limits been identified?			

Preparing Parents/Carers			
Are Parents/Carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			
Have Parents/Carers given informed consent for all activities to take place?			
Have Parents/Carers disclosed medical details and given medical consent?			
Have Parents/Carers given consent to use the various methods of transport involved?			
For all overseas visits, have Parents/Carers provided appropriate evidence or confirmation of right of re-entry to the United Kingdom?			
Have Parents/Carers attended a pre-visit briefing and question-and-answer session if appropriate?			
Has dietary information been gained?			
Are Parents/Carers aware of the kit list/dress code?			
Have Parents/Carers been informed that EduLink will be used for general updates and communications?			
Does the Group Leader have up-to-date emergency contact details for all Parents/Carers for the duration of the visit?			
Health and general welfare			
Has first aid been considered as part of the risk assessment?			
Has appropriate first aid equipment been booked for the visit?			
Are designated supervisors aware of and suitably trained to administer young people's medication?			
Have all young people's medicines been collected and clearly labelled?			
Are dosages and timings for medicines clearly understood?			
Do you have the contact details of local doctors and hospitals?			
Do all party members have the appropriate clothing for either cold or very hot conditions?			
Equipment			
Has a kit list/dress code been issued to the young people?			
What equipment should the school/youth group take – including party and leader equipment?			
What equipment will the contractor provide?			

Transport			
What are the transport needs?			
Have quotes been obtained (reputable rather than simply cheapest)?			
Has transport been finally agreed and booked?			
Hazardous activities and higher-risk environments			
Has approval been sought from the LA?			
Have the activities been checked by the Adventure Activities Licensing Authority?			
Has someone (usually the LA) checked activities not covered by the Adventure Activities Licensing Authority?			
Finance			
Has detailed costing been established (it is advisable to use the appropriate Excel document available on the Staff shared drive) and approved by the School Principal?			
Has cost been communicated to Parents/Carers?			
Has a collection schedule been devised?			
Has a collection schedule been communicated?			
Have refunds been calculated/given out?			
Has a recommended amount of pocket money been calculated?			
Has a recommended amount of pocket money been communicated?			
Communications			
Has a schedule of communications been planned?			
Have Parents/Carers been asked to remain contactable for emergency communications, as much as possible?			
Have mobile phones for the school party been booked with IT studio staff, to be taken on the visit (including battery packs, chargers, international adapters, etc.)?			
Accommodation (where appropriate)			
If a centre has not been used before, has suitability been confirmed suitability with the School Principal?			
Has the availability of hot water/showers been confirmed?			
Have fire drills and procedures been obtained?			
Has fire exits information been obtained?			
Has a Local Authority Registration check been obtained (if one exists)?			

Environment			
Have out of bounds areas been identified?			
Have they been communicated?			
Have they been marked?			
General			
Have on-site phone numbers been obtained?			
Has a 24-hour contact number for the site been obtained?			
For all overseas visits, has a group travel letter signed by the School Principal and stamped by the school been prepared, to carry at all times during the activity?			
Approvals – has approval been received from:			
the Head of Cover?			
the School Principal?			
the EVC?			
the LA if applicable?			



PRE-VISIT/EVENT AUTHORISATION FORM (March 26)



Before any booking is made and before the Visit/Event is placed on Evolve, this form must be completed in full and passed onto the EVC (Alban Daniel).

Evolve: Once the form has been returned by the EVC, the Visit/Event needs to be placed on Evolve and include the relevant **Risk Assessment(s)** as well as a copy of the **initial letter sent to parents** (signed by Rob Major). **For all overseas Visits/Events, a copy of the group's itinerary is also required.**

Timescale: Please note that all Visits/Events classified as **Overseas, Residential or Adventurous** have to be approved by the Local Authority and must be placed on Evolve **two months** before departure. All other Visits/Events must be placed on Evolve at least **one month** before departure.

Finance: **No purchases should be made before the finance plan has been approved by TPT's Senior Accounting Manager.** A spreadsheet of all financial transactions must be kept. This should be reconciled regularly against finance records (which can be requested at any time). Once the activity has passed, the budget must be reconciled with TPT's Finance team and any surplus/deficit should be discussed. Profits of £5 per student or more must be refunded as soon as possible. Any losses need to be discussed.

First Aid: Access to First Aid must be always available during the visit. A list of all students with medical info (and details of who manages potential issues and how) must be carried by all staff on the Visit/Event.

Visit/Event:	Visit/Event leader's name:
Date(s) of Visit/Event: (start and end dates)	Is the Visit/Event during the school day:
Visit/Event type: (please tick)	Overseas <input type="checkbox"/> Residential <input type="checkbox"/> Adventurous <input type="checkbox"/> None of these <input type="checkbox"/>
Year group(s) of students involved:	Number of students involved:

Accompanying staff:

Teaching staff code(s)	No. of lessons to cover (any KS4?)	Teaching staff code(s)	No. of lessons to cover (any KS4?)	Non-teaching staff code(s)	Which staff (if any) are First Aid trained?

Cover cost, to be obtained from the Cover Manager: £	Signature:	Date:
Karen Fenner		

Budget holder's staff code: _____
 Finance code received from TPT's Senior Accounting Manager: _____
 (following submission of finance plan to Nicky Bowley: nicky.bowley@theprospecttrust.org.uk)

Initial letter signed by the Principal & Visit/Event added to the School Calendar by the Principal
 Rob Major/Charlotte Harrison

SLT Duty Officer's staff code:
 Rob Major/Charlotte Harrison/
 Jacqueline Tonkin/Chris Taylor/Alban Daniel

Student names (exclude non-paying, e.g. PP) to be provided to the ParentPay Administrative Assistant
 Helen Knowles **Please allow a minimum of 3 working days for this to be actioned.**

Home-based contact's staff code: _____
 (if the Visit/Event is outside of normal school hours)

I, the Visit/Event leader declare that **the above Visit/Event conforms to regulations and school policy.**

Educational Visit/Event Coordinator
 Alban Daniel

A LIST OF ALL STUDENT PARTICIPANTS MUST BE EMAILED TO THE HoY(s) AND TO THE DSLs ASAP.

Appendix F

Tomlinscote Parental Consent Form & Behaviour Contract (Google Form)

Name of off-site activity

The data collected on this form will be used solely for the purposes of the trip and destroyed once the trip is complete. Where an outside provider is used we may share some or all of the data. The information you provide does not change any of your centrally held data.

** Indicates required question*

1. Surname (student) *

2. First Name (student) *

3. Form *

Check all that apply.

- R
- H
- Q
- G
- P
- K
- X
- Y
- M
- L

4. I agree to my child participating in the above trip. My child understands that it is important for their safety and that of the group that rules and instructions given by staff in charge are obeyed. I accept that failure to meet conduct standards means they may be returned home accompanied by an adult, before the end of the trip and that I may be required to bear the cost of this; also the cost of any loss or damage caused by my child which is not covered by the School's insurance. *

Check all that apply.

Ticking the box gives agreement

5. Illness/allergy or physical disability *

Mark only one oval.

Yes

No

6. Details of illness/allergy/disability (or write 'None') *

7. I agree to any emergency medical treatment necessary during the course of the trip. I will inform the trip leader of any change in medical circumstances between submission of the form and commencement of the journey. *

Check all that apply.

Yes

No

8. Permission for mild painkiller (paracetamol) *

Mark only one oval.

Yes

No

9. Specific dietary requirements (or write 'None') *

10. Emergency contact 1 (name, relationship to student and priority telephone number(s)) *

11. Emergency contact 2 (name, relationship to student and at least one telephone number) *

12. I understand that photographs may be taken throughout this visit and that these could be used in the future by either the School or external organisations in accordance with Tomlinscote's 'Photographic images of Children' policy. *

Mark only one oval.

- Yes I give consent for photographs to be taken and used
- No I do not give consent for photographs to be taken and used

Behaviour Expectations

I have ensured my child understands and accepts the code of behaviour of Tomlinscote School and will not:

- a) smoke
- b) drink or buy alcohol
- c) carry/buy a weapon of any sort
- d) carry/buy explosive material or anything flammable
- e) behave in such a way as to endanger others
- f) carry a mobile phone
- g) enter bedroom/tent/ or area designated for the opposite sex

My child will:

- a) listen to and obey instructions from staff
- b) return to base promptly at given times
- c) behave in a courteous and respectable manner
- d) remain in groups of 3-4

13. I confirm that I and my child have read and understood the behaviour expectations required to participate in the trip. *

Check all that apply.

- Ticking the box confirms agreement

Appendix G – Parental Consent for Overseas Visits

This appendix reproduces the formal parental consent communication and form introduced in March 2025. It must be used in conjunction with Appendix F (Parental Consent Form and Behaviour Contract) for all overseas visits.



Date

Dear Parents/Carers,

Re: Consent for Overseas School Trip (trip name)

In accordance with UK government regulations, we are required to obtain explicit consent from everyone with parental responsibility for each child participating in the trip. This is to comply with the guidelines outlined by the UK government on taking a child abroad ([GOV.UK](https://www.gov.uk)). The Outdoor Education Advisers' Panel (OEAP), which provides comprehensive guidance on planning and managing overseas visits, also emphasizes the importance of obtaining proper consent to ensure the legality of involving all students in the trip.

Consequently, it is essential that we obtain a signed consent form from all individuals with parental responsibility, irrespective of any other documentation you may have completed or will be requested to complete.

To comply with this requirement, we kindly ask each person with parental responsibility to complete and sign a separate copy of the attached consent form with a handwritten signature. It is really important that we receive a completed and signed copy for every person with parental responsibility for your child.

We understand that this may require some additional effort on your part and apologise for the imposition, but it is crucial for the safety and legality of the trip.

Please ask your child to return the completed form(s) to **venue by date**.

Thank you for your cooperation and support in ensuring a successful and safe trip for our students.

Yours sincerely,

Mr A. Daniel
Assistant Principal

Mr R. Major
Principal



Principal: Mr R. Major, BSc
Tomlinscote Way, Frimley, Surrey GU16 8PY
Email: office@tomlinscoteschool.com web: www.tomlinscoteschool.com Tel: 01276 709050
Tomlinscote School is part of The Prospect Trust, registered in England number 10842315
Registered office: Prospect Avenue, Farnborough, Hants. GU14 8DX



Consent Form for Overseas School Trip

Student's Name: _____

Tutor Group: _____

Trip Details

Destination: _____

Dates of Trip: _____

Parental Responsibility Information

In accordance with UK government regulations and the guidelines provided by the Outdoor Education Advisers' Panel (OEAP), it is required that each person with parental responsibility for the child completes and signs a separate copy of this consent form.

Consent

I, the undersigned, confirm that I have parental responsibility for the above-named student and give my consent for them to participate in the overseas school trip as detailed above. I understand that this consent is required to comply with legal and safety requirements.

Name: _____

Relationship to Student: _____

Contact Number: _____

Email Address: _____

Signature:

Date: _____

UK Dual Nationals Letter



Date

Dear Parent/Carer,

As part of the ongoing planning for the school visit to _____ in _____, we are writing to all families of students who are due to travel on a foreign passport. A recent change in UK border law affects the documentation required for re-entry to the United Kingdom, and we must ensure that all students are compliant before departure.

On 25th February 2026, the UK Government implemented changes to the British Nationality (Proof of Identity) Regulations and associated Home Office policy. Under these updated rules, any individual who holds British citizenship must enter the UK using a valid British or Irish passport. This applies even if the traveller also holds another nationality and intends to use a foreign passport for the outbound journey.

To ensure smooth and lawful travel, we now require all families to confirm the following:

- Whether your child holds dual nationality, specifically British citizenship in addition to another nationality.
- If your child is a British citizen, whether they currently hold a valid UK or Irish passport, which will be required for their return to the UK.

If your child is a dual national but does not hold a valid UK or Irish passport, please be aware that they may not be permitted to re-enter the UK using only their foreign passport. In such cases, urgent action may be required to secure the appropriate documentation before the trip.

We kindly ask all affected families to complete the following Google Form ASAP so that we can verify travel readiness and avoid any disruption to the trip: [insert link](#)

Thank you for your prompt attention to this important matter and for your continued support in ensuring a safe and successful trip for all students.

Kind regards,

Name



Principal: Mr. R. Major, BSc
Tomlinscote Way, Frimley, Surrey GU16 8PY
Email: office@tomlinscoteschool.com web: www.tomlinscoteschool.com Tel: 01276 709050
Tomlinscote School is part of The Prospect Trust, registered in England number 10842315
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Appendix H – Off-site activity expectation letter

Visit to _____

Dear _____

I am writing to you as the leader for the _____ visit to _____ on _____.

As you are aware, <student> is currently expecting to attend this visit and the anticipation levels from all participants are growing.

I do, however, have some increasing concerns about <student>'s behaviour, instances of which, if repeated during the off-site activity, could significantly affect its smooth running, as well as the enjoyment and safety of all involved.

Specifically, my concerns are that <student> may not:

- Listen to and follow the instructions of members of staff.
- Behave in a way that allows them, and other students, to safely visit attractions.
- Promote a positive and inclusive ethos during the off-site activity, allowing everyone to enjoy themselves.
- Behave in a way that avoids damage to hotel or visitor attractions or avoids causing inconvenience to members of the public.

These concerns are based on previous examples of inappropriate behaviour, including:

- Poor behaviour on previous school off-site activities.
- Disrespectful and defiant behaviour towards members of staff in school.
- Involvement in fights and other confrontations inside and outside school.
- Use of equipment and facilities in ways that could, or have, caused damage.

All students taking part in the _____ off-site activity will be required to sign a code of conduct for its duration, and the expectations of behaviour are the same for everyone. This code of conduct is signed during the _____ term.

Due to the concerns outlined above, we would like to make it clear that any further serious instances of poor behaviour prior to the off-site activity will result in <student> being withdrawn, and non-refundable deposits will be forfeited unless a replacement student can be found.

'Further instances of poor behaviour' include:

- Poor behaviour on other school off-site activities.
- Disrespectful and defiant behaviour towards members of staff in school.
- Involvement in fights and other confrontations inside and outside school.
- Incidents of bullying other students.
- Use of equipment and facilities in ways that could, or have, caused damage.
- Any behaviour that results in a day's isolation or a fixed-term exclusion.

The decision to withdraw a student from an off-site activity is taken by the activity leader in consultation with the school Leadership Team, and we reserve the right to do this in line with the school's off-site activities policy.

Should the decision be made to withdraw <student> from the off-site activity, you will be notified in writing. Our sincere hope is that an improvement in behaviour throughout the rest of this year will enable <student> to take part in the amazing activity we are offering to _____, and that it will become one of the highlights of their time at Tomlinscote.

Yours sincerely,

Appendix I – Withdrawal from an off-site activity letter

Visit to _____

Dear _____

In _____, we met to discuss a range of concerns regarding _____'s behaviour in school during the _____ term. I made it clear that any further unacceptable behaviour from _____ would lead to his withdrawal from the _____ visit.

Unfortunately, last week I was informed by the school Leadership Team of further unacceptable behaviour, including _____. This leaves me with no option but to withdraw _____ from the _____ visit with immediate effect.

I will now begin the process of attempting to find a replacement student to take _____'s place on the visit. If I am able to do so, we will be able to refund the full amount you have paid.

If we are unable to find a replacement, I will need to speak with the travel operator to confirm how much they are willing and able to refund to us, based on their terms and conditions and tour cost commitments.

I will contact you again in the coming weeks to confirm how much we will be able to reimburse.

Yours sincerely,

Appendix J – Off-site activity attendance contract

Student off-site activity attendance contract (for students with attendance concerns prior to an off-site activity)

Student Name: _____ Year Group: _____

Visit: _____ Dates: _____

Visit Leader: _____

Date of Contract Issue: _____

Purpose of this Contract

This contract has been created due to concerns regarding the attendance record of the above-named student. In line with national expectations, students are required to maintain a consistently high level of school attendance in order to be eligible to participate in school off-site activities.

The nature of such activities requires a degree of physical and emotional resilience. Many involve busy days, multiple activities, travel between locations, and close adherence to schedules. Low attendance can raise concerns about a student's ability to manage this level of intensity and may also affect the school's ability to maintain appropriate safeguarding standards, including student-to-staff ratios.

Expectations

To be eligible to attend the above-named off-site activity, the student must meet the following criteria:

- Achieve a school attendance rate in line with national and school expectations (typically above 90%) in the weeks leading up to the visit.
- Attend school consistently and punctually from the date of this contract until the off-site activity departure date.
- Engage positively in all lessons and activities, maintaining a behaviour record that reflects readiness for visit participation.
- Attend any required support meetings with staff, Parents/Carers, or Attendance Officers.

Monitoring and Support

- Attendance will be reviewed fortnightly by the Activity Leader and a member of the Senior Leadership Team (SLT).
- Parents/Carers will receive regular updates and may be invited to meetings if concerns continue.
- The school will provide support where appropriate to help the student improve their attendance and readiness for the trip.

Possible Outcomes

- If attendance improves to an acceptable level, the student will be confirmed as eligible for the off-site activity.
- If attendance does not improve, the school reserves the right to withdraw the student's place on the visit, in line with safeguarding expectations and the school's duty of care. In such cases, a refund may not be possible unless a replacement can be found.

Acknowledgement and Agreement

By signing this contract, the student and Parent/Carer acknowledge that they understand the attendance expectations and accept the conditions under which the student may or may not be permitted to attend the off-site activity.

Student Signature: _____

Date: _____

Parent/Carer Signature: _____

Date: _____

Activity Leader Signature: _____

Date: _____

SLT Member Signature: _____

Date: _____

Appendix K – FREQUENTLY ASKED QUESTIONS

Answers to most queries can be found by consulting the exhaustive guidelines from Surrey County Council which can be found on Evolve. However, there are some questions which are asked so frequently, it is worthwhile providing answers below in this readily accessible format:

Q. What are our insurance arrangements?

A. Tomlinscote School is a member of the Department for Education's Risk Protection Arrangement (RPA), which provides standardised insurance cover for state schools. Approximately 54% of eligible schools across the UK participate in this scheme. You will find below the main features of the cover relevant to residential trips and/or trips abroad.

Key Benefits of RPA Travel Cover

- **Medical Expenses, Repatriation & Emergency Travel** – Up to £10 million per person
- **Baggage Cover** – Up to £2,000 per person (with limits for certain items)
- **Money** – Up to £750 per person, £5,000 per event
- **Cancellation or Trip Rearrangement** – Up to £4,000 per person and £250,000 per trip
- **Evacuation due to Political or Natural Disaster** – Up to £10,000 per person, £80,000 per trip
- **Missed Departure** – Up to £1,000 per person
- **Loss of Passport/Travel Documents** – Up to £2,000
- **Search and Rescue** – Up to £100,000 per event
- **Legal Expenses** – Up to £50,000 per person
- **Personal Liability** – Up to £5 million
- **Personal Accident** – Death and capital benefits up to £100,000 per person
- **Winter Sports Trips** – Included in standard cover
- **Disruptive Pupil Expenses & Kidnap Consultant Costs** – Covered
- **Pre-existing medical conditions** – Covered unless the student has been advised not to travel

Excess and Claims Information

There is a £500 excess on any property-related claims (e.g., loss or damage to baggage or personal belongings). To make a claim, receipts for lost or damaged items are required, along with a replacement estimate. A police report is not mandatory but may support the claim if available.

Please note: The £500 excess must be paid by the Parents/Carers. For this reason, we recommend not claiming through the school's policy for losses below £500. Parents/Carers may find it more cost-effective to claim on their own household insurance, where the excess is usually lower.

Additional Personal Insurance Cover

While the RPA provides a strong level of protection, we recommend Parents/Carers consider additional personal travel insurance in specific cases, particularly for:

- **High-value personal items** (such as smartphones or electronics)
- **Extended personal liability** for non-school-related incidents
- **Personal travel delays or missed connections** outside of organised school arrangements

Please use the following link for the full RPA documentation, including levels of cover. The sections relevant to travel are 10 and 11: [RPA membership rules \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

If a claim needs to be made, please follow this link and contact the Director of Operations at TPT for some support with the completion process: [Make A Claim – TopMark Claims Management \(rpaclaimforms.co.uk\)](https://rpaclaimforms.co.uk)

Q. What is my duty of care as a supervising adult?

A. Adult supervisors in charge of young people during a visit are considered to be '*in loco parentis*.' They have both a duty of care towards those young people and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Q. What is the required supervision ratio?

A. As per the latest OEAP guidance (April 2023), there is no single recommendation as the ratio must be based upon the nature of the activities being undertaken and your associated risk assessment. However, as a guide there should be 1 adult for every 10 – 15 young people (up to 20 if there is additional staff to help supervise at the place being visited), with at least two adults on every visit. For mixed groups there should ideally be both male and female adults present. On residential or foreign visits, the ratio should be reduced to 1 adult for every 10 young people.

Q. Am I expected to be 'on-duty' day and night on residential trips?

A. No. Residential visits are very demanding of supervisors and it is extremely important that staff are given some time off when they are not 'on duty'. Otherwise, supervisors may become overtired, reducing their ability to effectively supervise activities. Time off is likely to be in the evenings and should be organised through some sort of rota system that ensures adequate supervision at all times. Those designated as 'on-duty' should either be directly supervising the party or be immediately available as required.

Q. A student with a serious allergy is coming on my trip and may require administration of adrenaline by epipen. I am not trained. Can I prevent this student from joining the trip?

A. No. You must either ensure that a member of staff who has received training accompanies the trip or that you receive training yourself.

Q. What is a Hazardous Activity?

A. All school journeys are potentially hazardous. However, some activities are clearly more hazardous and visits involving these activities will require approval by Surrey County Council in addition to that of the school. The following activities would be regarded as hazardous: Bathing, Canoeing/boating, Caving, Climbing, Flying, Gorge Walking, Hill/Mountain Walking, Riding, Rowing, Sailing, Skiing, Sub-aqua sports, Swimming. This list is not exhaustive and advice should be sought from the EVC if you are in doubt. No hazardous activity should be engaged in when such an activity was not notified on the application form.

Q. What can Parents/Carers be charged for?

Please also refer to the staff shared drive V:\Events and Trips\Educational Visits

A. After the trip has been authorised, the initial letter to Parents/Carers needs to be prepared and issued in the School Principal's name, after they have approved it. It is important to know that, if the activity takes place during school hours¹, it must be provided free of charge. In this case, you need to ask Parents/Carers to make *voluntary contributions* towards the cost, and the first letter you send home needs to include this paragraph:

"Under the terms of the 1988 Education Reform Act it is necessary to indicate that the contributions requested must be regarded as voluntary contributions. Should insufficient voluntary contributions be forthcoming it will be necessary to review whether the activity goes ahead".

This does not apply where the trip takes place out of school hours (e.g. an evening theatre visit or a ski trip during the holidays). In these cases (with some exceptions²) we can make a charge and are not obliged to take students who haven't paid.

In any case, the first letter home to Parents/Carers should include the following as well:

"Surplus funds arising from the trip will be returned to Parents/Carers where the surplus amounts to £5 a head or more. Surpluses of less than this will be retained for the benefit of the whole school."

Finally, please ensure this same first letter also covers the following:

- A request for an initial contribution towards the cost (min 25% for residential trips; 100% for day trips) and, if applicable, a schedule of the dates and amounts for subsequent contributions;
- A closing date for applications. Replies by this date will indicate whether there is sufficient commitment to fund the trip and;
- The need for a parental consent form to be completed and returned to the school, without which the student will not be able to partake.

The letter should only give the option to pay by ParentPay. Only if a Parent/Carer has good reason not to use ParentPay (e.g. has no bank account or internet access) can cash and cheques be accepted. To have your trip listed on ParentPay, you will need to let Helen Knowles know at least 2 days before the letter goes out which student, or class, or group is participating, and the amounts/dates for each instalment expected from them. If you do take cash and cheques, you will need to issue a receipt (see above). Receipts are automatically issued when ParentPay is used.

If the first letter is sent early enough, a second contribution and possibly a third could be scheduled so that enough money is collected to meet the initial deposit and stage payments that we pay to the tour operator.

This should cement the commitment of Parents/Carers earlier and further minimise the risk of loss to the school. Where Parents/Carers cannot afford to contribute the School Principal may allow use of Pupil Premium or the Hardship Fund.

1 If 50% or more of a non-residential trip takes place between 08:35 and 11:50/12:45 (depending on the year group) and again between 12:20/13:15 (depending on the year group) and 15:00 on a school day, it's deemed to be taking place wholly during school hours. If 50% or more of a residential trip takes place on school days (24 hours), it's deemed to be taking place wholly during school hours.

2 The exceptions are all trips required to fulfil the school's statutory duties in relation to the national curriculum or religious education, or required by students for a public examination. These trips are to be provided free of charge irrespective of whether they fall outside school hours, but we can still ask Parents/Carers for voluntary contributions towards the cost.

Where the cost of a trip may fluctuate, for example a foreign trip organised a few years in advance may be subject to airport tax or currency fluctuations, tell Parents/Carers that the cost may change, and any adjustment will be made to their final instalment.

During the trip, please retain all receipts for purchases made and check upon return whether the Finance Office needs them for audit purposes.

Q. What information needs to be included in the letter to Parents/Carers?

A. All of the following where applicable:

- Name and address of destination and any other bases; date of visit and duration;
- Travel arrangements including time, dates and places of departure and return (and arrangements for notification of delays), method of travel;
- Passport and visa requirements;
- Whether minimum numbers of pupils are required;
- Itinerary, including dates and places of overnight stays;
- Details of anticipated activities and visits in which the pupils will be allowed to participate and whether they are included in the cost/voluntary contribution of the trip;
- Cost/voluntary contribution; details of banking money; name of staff responsible for money; deposit and date after which deposit cannot be returned if cancelling;
- Health formalities (i.e. inoculations) and the need to inform the school of any health problems concerning the pupil;
- Name of the Group Leader; arrangements for supervision generally and during specific activities;
- Name and address of travel company through whom arrangements are made;

- Advice on clothing, equipment and pocket money;
- Code of conduct and;
- Contact details of the Home Contact if applicable ('Duty Officer 2' on the application form).

Q. What is the role of the Home Contact?

A. This is referred to as 'Duty Officer 2' on the online application form but is different to the role of the Duty Officer. The Duty Officer is the first point of contact for the Group Leader in case of an emergency - a fatality or a serious illness or injury. The contact details of the duty officer must not be given to the Parents/Carers. The Home Contact ('Duty Officer 2' on the application form) provides a channel for communication between Parents/Carers and the Group Leader. This can be used for routine matters; for example, to inform Parents/Carers of delays. The contact details of the Home Contact must be provided to the Parents/Carers in the letter. The Home Contact must retain a copy of the the contact details of the Parents/Carers and he/she must be able to contact the Group Leader at any point during the visit.