

Guidance and Information for Parents and Carers Relating to New Mills School & Sixth Form Educational and Off-site Visits:

- All pupils **must** have a completed consent form, signed by a parent/carer, before participating in an educational or off-site visit. Students without the correct form will not be allowed to participate. Handwritten notes/letters or verbal consent will **not** be accepted.
 - To allow for the necessary administration to be fulfilled, all consent forms must be received in the Finance Office by the deadline stated on the letter, or in the absence of this stipulation, no later than 3 working days before the visit is due to take place.
 - No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then the trip will have to be cancelled.
- i) Non-residential activities:
Where such an activity takes place, wholly or mainly outside school hours, then a charge will be levied to meet any cost incurred in offering that activity. All such trips must be self-financing, and should not intentionally generate a surplus.
- ii) Residential activities:
- a) A charge for 'board and lodging' will be made for all such activities.
 - b) Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres, etc. insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.
 - c) All such trips should be self-financing and should not intentionally generate a surplus.
- iii) Voluntary contributions – residential and non-residential activities:
The school may, from time to time, seek to organise an activity funded by the voluntary contributions of the parents/carers of those students involved. The school reserves the right to cancel such an activity if insufficient voluntary contributions are forthcoming. In the event that some contributions have been received for a cancelled activity, these will be refunded via cheque, irrespective as to how the payments have been received.
- iv) Subsidies for school trips
If a student states that he or she cannot go on a school visit or activity due to lack of funds, the school will consider financial support if a significant benefit can be identified from attendance, and one or more of the following criteria is met:
- Family on Income Support
 - Single-parent/carer family
 - On Free School Meal register or Pupil Premium list
 - Evidence of financial hardship
- Deposits collected for visits are done so according to the tour operator or booking agency regulations. Therefore, these are non-refundable in most cases.
 - If a student subsequently decides not to participate in a reserved visit, cancellation of the place will only be accepted in writing from the parent/carer, and the tour operator/booking agency cancellation charge will apply. The School will attempt to fill cancelled places and endeavour to obtain a refund, but this is not guaranteed.
 - In the interests of health and safety, students are asked not to wear/use earphones and similar equipment during a school trip.

- All trips are covered under an insurance policy negotiated by Derbyshire County Council through Chubb Insurance. This covers all students on all trips, including those abroad. A detailed, full copy of the insurance cover can be found on this website.
- Students are responsible for their own personal belongings; any losses must be reported to the police to enable a claim to be made through the insurance company. An excess charge will be payable.
- Students are expected to behave appropriately on school trips. Anyone behaving in an inappropriate manner, or putting others at risk will be removed from the activity, if necessary at a cost to the parent/carer. A generic Code of Conduct for routine visits can be found on this website. A code of conducts will be produced for residential visits and will be specific to that particular trip.
- School uniform should be worn on school trips unless otherwise stated by the trip organiser. Waterproofs and walking shoes are essential for field study visits. If you are unsure, please consult the trip organiser. For residential visits, please ensure that appropriate clothing is worn.