

Trinity School Residential Trips Terms and Conditions

- 1) These Terms and Conditions cover residential trips offered by Trinity School as part of the John Whitgift Foundation.
- 2) These Terms and Conditions apply as soon as a payment is received for a School Trip on WisePay. This document will be available to download from WisePay. WisePay is the School's online payment system, the link to which is found on My School Portal.
- 3) Payment deadlines:
 - The payment due dates are shown on WisePay and payments should be made on time to ensure the student's place is secured and maintained.
 - Where payment is to be made in instalments over a period of months, payments should be made on time to ensure the student's place is retained.
 - Failure to make payments on time may jeopardise a student's place on the trip which may be offered to another student.
- 4) Student Cancellation:
 - If a student wishes to withdraw from a trip the cancellation must be made in writing by a parent/guardian to the Trip Leader.
 - Full refunds of payments made will only be made if another student is found to fill the place.
 - If the place is not filled all non-recoverable monies will be due, and this may exceed payments made at the time of the cancellation.
 - Where a package tour is booked via a Tour Operator, the Terms and Conditions of The Tour Operator will apply. These will be made available to parents in the initial trip email, or via WisePay.
 - If the reason for cancellation is covered under the John Whitgift Foundation Travel Insurance Policy, parents will be provided with the appropriate documentation to make an insurance claim.
- 5) School Cancellation of a Trip:
 - Where the interest in a trip is such that the trip is not financially viable and will not proceed, a full refund of payments received will be made.
 - In the event of a School Trip having to be cancelled for reasons outside our control, we will endeavour to recover all money from the providers or via travel insurance, however, full refunds may not be possible.
- 6) Sixth Form entry:
 - Where students are entering Year 12 (Lower Sixth) in September and trip payments are required in advance, refunds will only be given where the student does not achieve the grades required at GCSE to join the Sixth Form.
 - If a student should join the school and change their subject choices and wish to withdraw, the Student Cancellation terms at clause 4) above apply.
- 7) School arranged tours:
 - Where the school has booked separate elements of a trip and a Tour Operator is not used, flights will be secured via a Travel Agent with appropriate financial protection.
 - The ground/in country cost of the package will be covered by insurance to cover the failure of the John Whitgift Foundation.
 - Any other failure may be covered by travel insurance, subject to the terms and conditions and any specific exclusions of the travel insurance applicable at the time

- 8) Passports and Visas:
- It is the responsibility of the student (and parent/guardian) to ensure that the student's passport is valid for the School Trip and that any necessary visas are obtained.
 - It is recommended that the relevant travel advice is reviewed by parents/guardians. <https://www.gov.uk/foreign-travel-advice>.
 - Failure to have the correct travel documents may result in denial of travel at short notice. The Student Cancellation at clause 4 will apply.
 - Passport and Visa information must be provided to the school promptly when requested.
 - Where a student is travelling on a non-UK passport it is the responsibility of the parent/guardian to ensure that the correct travel documents are obtained in advance and copies provided to the school
- 9) European Travel:
- It is recommended that students obtain a GHIC (Global Health Insurance Card) from the NHS and carry this with them on all School Trips within the European Union.
- 10) Consent:
- For residential trips a parent/guardian is required to complete and sign a Residential Indemnity, Consent and Code of Conduct (Form B), which must be returned to the Trip Leader promptly when requested.
 - Without a completed Form B students will be unable to take part in the School Trip.
 - Forms may be returned in hard copy, or soft copy (for example a PDF scan or JPEG photo).
- 11) Travel Advice:
- The School will take note of UK Government Foreign Travel Advice and reserve the right to cancel a trip at short notice should circumstances, particularly those relating to safety, dictate.
 - In such circumstances the Tour Operator, if used, may offer alternative dates for the trip.
 - If a student is unable to take up the alternative dates the cancellation terms offered by the Tour Operator will apply, see Student Cancellation terms at clause 4 above.
- 12) Behaviour:
- The Code of Conduct for residential School Trips is found on Page 2 of Form B (see clause 10 above). Students are required to sign to confirm their understanding and adherence to the Code of Conduct.
 - If a student should fail to comply with the Code of Conduct the School reserves the right to send the student home, including repatriation from overseas, at the parent/guardian expense.
- 13) Supervision:
- The school will provide sufficient staff to accompany a school trip to ensure the safe supervision of students in accordance with our Educational Visits Policy. In the event that staff need to be replaced during a trip the cost will be covered by the school travel insurance policy.
- 14) Parent/guardian responsibilities:
- To make payment promptly when asked and by payment dates shown on WisePay.
 - To provide and additional information, including but not limited to: passport details; dietary requirements; clothing sizes; consent forms when requested and within timescales provided by trip leader.
 - To check the medical information held by the school and shown on My School Portal is accurate and up to date. This is the information that staff will have with them during a trip.

- To advise the Trip Leader in writing regarding any temporary medication required during the trip. Note that staff are unable to administer any medication (including pain relief) but may oversee the taking of required dosage.
- To ensure that any changes in parent/guardian contact information is advised to the school via My School Portal or equivalent parent communication system.

15) UK based trips insurance cover:

- UK trips are not covered by the School's travel insurance policy
- Where medical attention is required, students will be taken to the nearest GP surgery or NHS hospital
- If a student is required to leave the trip due to poor behaviour a parent or guardian will be required to collect the student from the trip location

16) Valuables:

- Students should have their own insurance for valuables (items may be covered under home contents insurance); the school bears no liability for loss.
- If a student loses an item it is essential that staff are informed so that appropriate reports to police can be made in accordance with many insurance policy requirements.
- The school reserves the right to confiscate student devices during a trip if it has been used inappropriately. It will be returned to the student at the agreed time.
- The school reserves the right to stipulate that students may not carry a phone or other electronic device for any specific trip.

17) General Data Protection Regulations (GDPR)

- Parents are required to provide consent under GDPR on the Residential Indemnity, Consent and Code of Conduct (Form B).
- Students in Lower and Upper Sixth (Year 12 and 13) will be required provide their own consent to share data, where appropriate. A privacy notice will be provided and signatures obtained and held by the school.
- Staff are required to destroy (shred) hard copies of documentation, and delete data held electronically within a reasonable period of return after the trip in accordance with the schools Data and Document Retention policies; usually 4 – 6 months.
- Trip documentation will be stored centrally and will be shredded 7 years after the trip took place. Documentation may include personal data.

18) Package Travel and Linked Travel Regulations (PTRs)

- To comply with the requirements of the PTRs the school will book overseas residential package tours via an ATOL protected Tour Operator where possible.
- Where a tour is unable to be booked by a Tour Operator, or the additional cost of doing so makes a tour financially unviable, the school may book flights and other tour aspects individually.
 - Flights will be booked via a travel agent and will be financially protected
 - The ground package (accommodation/visits etc) will be insured against failure of the John Whitgift Foundation
- This Terms and Conditions document will be available for downloading from WisePay on the specific trip page.
- Where a tour operator is used their Terms and Conditions will be made available to parents, either as a link in the initial trip letter, or via WisePay.