



PARENTAL RESPONSIBILITY

Medical and emergency contact details

All medical details and emergency telephone numbers which we invite you to update every year and which we will use for the trip will be generated from the school's School Information Management System. **Please ensure that any changes in the information held are provided to us as soon as possible.**

Important: Please note that should your daughter/son require any medical attention between now and departure on the trip, you should obtain a letter from her/his doctor confirming that she/he is fit to travel and to participate in the trip.

If your daughter/son requires any medication for the visit please put this in a transparent bag marked clearly with your daughter/son's name plus medication enclosed, the dosage amount and times to be taken. Please hand to a member of staff on the day of the visit.

Passports/Visas (overseas trips only)

- You are responsible for obtaining a machine readable passport which must be valid for at least 6 months from your tour departure date. It is imperative that you attach a photocopy of the valid passport.
- You are responsible for obtaining a visa if applicable. Please refer to www.passport.gov.uk.

Cancellation charges

Notification of cancellation must be IN WRITING to the Party Leader. Tour operator charges will apply.

PLEASE NOTE CAREFULLY

Payment signifies the commitment by the payer to membership of the party and therefore the cost of the visit is **non-refundable** except in the case of serious illness, when a doctor's certificate will be required. Payments are used to secure firm bookings with the Company whose services are engaged for the visit. Please note you are entering into a contract with the event company, travel or airline company, not the school. Please ensure all payments are made promptly on-line via School Gateway. Failure to meet stated deadlines may compromise your daughter's place on the trip. Any cancellations will be subject to tour operator conditions and to a £50.00 administration charge.

Please note that the school reserves the right to cancel the place of any student whose behaviour prior to the trip shows her to be irresponsible, unreliable or disobedient. Indeed, a student may be withdrawn from the trip if attendance or behaviour deteriorates after the offer of a place on the trip is made. Parents/Carers are advised that this will incur a loss of deposit and a £50.00 administration charge. Additional costs may be incurred if students have to be withdrawn either by parents or members of staff at a later date.

Insurance arrangements for school trips

Standard School Journey insurance is provided for all school trips which are overseas, residential or hazardous. This covers accidents and loss of personal effects **providing that steps are taken to report such losses to the local police**. Parent/carers should understand that it is very often impossible for teachers on school trips to become involved in lengthy visits to police stations. **For this reason students are discouraged from taking expensive mobile phones and similar equipment on school journeys**. If you feel that standard insurance is not suitable for your child, please contact the trip leader to discuss circumstances.