



## Extra Curricular Activities and School Trips Terms & Conditions

Please find below our terms and conditions in regard to trip payments, cancellations and parent rights to withdraw students from activities and trips.

The Turing School likes to make available as many curriculum enhancing trips and events as possible during the school year. These can range from after school activities which are mainly free to attend to residential stays and one day trip excursions within the local area.

Most of our one day and residential trips away are available to all relevant year group students and do involve payment. The Turing School uses ParentPay online to process all trip payments. We no longer accept cash in school or cheques for trip payment.

If a parent does not have a ParentPay account set up, this can be done quickly and easily by requesting an activation letter from [tts-office@swale.at](mailto:tts-office@swale.at). Under rare circumstances the school can also take at its discretion card payments in our main school office, but this must be pre-arranged by the EVC officer.

### Payments

All trip payments must be made before the payment deadline, which will be communicated to parents/carers when you receive the trip information.

Failure to pay before deadlines may affect your child's place on the activity/trip. We have tight deadlines to pay suppliers, venues and transportation companies, so deadlines must be adhered to.

Some activities and trips may be offered with a deposit and payment plan in place. This is mainly used for our residential trips abroad. As above, deadlines must be met for payments. Upon signing your child up and paying the original deposit you are signing to say you accept the terms and conditions and will make all relevant payments before the due dates given. Failure to make these payments may put your child's place at risk.

### Refunds

All domestic one day trips are **NON-REFUNDABLE**. If a parent/carer decides to remove their child from any activity or trip, refunds will not be offered unless the school can fill your child's place.

For residential trips all deposits will be NON-REFUNDABLE, due to these being paid to the trip providers and no longer within the school's control.

If a parent wishes to withdraw a child from a residential trip, the school will only be able to offer a refund of any monies paid if we can fill your child's place before the trip payment deadlines.

By signing the paper/digital consent form you as a parent are accepting our terms & conditions and committing to paying for your child to attend the activity/trip.

If you wish to withdraw your child from any activity/trip it is the responsibility of the parent to notify the school by email ([tts-office@swale.at](mailto:tts-office@swale.at)) to say that your child will not be attending. Failure to notify us will surrender your payment and no refund will be available.

If, we the school decides to cancel a trip for any reason, we will refund all monies paid to parents/carers within a reasonable timeframe. No refund will be offered for a child that is withdrawn from a trip due to behaviour or possess a health and safety risk to the rest of the trip community.

### Pupil Premium

If your child is Pupil Premium and in receipt of free school meals, certain trips/activities which may be offered to your child, may be presented at a discount or may be covered by the school. The majority of our trips however are not mandatory and do not fall into the PP coverage. If you would like your child to attend, payment would still have to be made through the normal ParentPay system. If your child is PP and in receipt of free school meals, they will be entitled to a packed lunch for any one day trip. You will be offered this when signing up for a trip.

For residential trips away we do not offer any meal plan.

### Help & Support

The school will look to help any student on a one to one basis, who wishes to take part in any trip/activity and may be struggling for one reason or another. Levels of help will be at the discretion of the school and will also depend on the trip/activity being offered. If you need any further information on this please email [tts-office@swale.at](mailto:tts-office@swale.at)

### Parental Consent

For all trips which involve taking students off-site, parental consent must be obtained from the relevant parents we have on file as having parental responsibility. We are unable to take consent from any other contacts we have on file or family members.

Consent will either be gained by written letter with reply slip or through an online Google Consent form for free trips or through ParentPay for paid activities/trips.

For residential trips which involve overnight stays a further Residential Trips Consent form will also be completed by parents before any such trip. This form must be fully completed and signed.

### Behaviour

The school reserves the right to remove any student from any activity/trip beforehand or during activity/trip due to poor behaviour or if deemed to be a risk to any other student / staff member under health & safety.

Parents/carers will be informed beforehand or if whilst on a trip, parents will be contacted and asked to collect the student.

For more severe cases involving a residential trip, students will be required to return home and be met by parents.

Students' behaviour in school and on trips will be recorded and may affect any future activities/trips they wish to go on. No refund will be offered for a child that is withdrawn from a trip due to behaviour or poses a health and safety risk to the rest of the trip community.

If you require any further clarification on any part of this policy please email [tts-office@swale.at](mailto:tts-office@swale.at)