



QUEST
PRIMARY

LEARNING CHANGES LIVES

School Journey Policy

Approved by the
Primary Learning and Quality committee
September 2022

Next review
Spring 2024

SCHOOL JOURNEY POLICY

General Information

As part of its education provision, Quest Primary School arrange an annual residential school trip (school journey), primarily for year 6 pupils.

The destination for the school journey will remain the same as the previous year, unless the school decides that it is no longer suitable.

The destination and timing of the school journey are ultimately decisions that will be made by the school, although suggestions may be sought from interested parties.

When a new destination is chosen, the school will ensure that parent/carers are shown any promotional material before their children.

The school will apply the principles of best value to the school journey in the same way as it applies them to all purchases.

The school journey is not a holiday - it supports the curriculum and is a valuable tool in fostering independence and self-confidence in children who may not have been away from home on their own before.

Any child who does not go on the journey will attend school as usual and will be provided with suitable work. The governing body will not authorise any requests for absence during the journey for any child who is not going.

All school journey requirements and rules are given prior to the journey and there are no exceptions to these (i.e. no mobile telephones or electronic games etc). Medical conditions will be reviewed and discussed with parent/carers before the journey and where agreed by the lead teacher, as reasonable and practical, these will be met on the journey by the attending teachers/support staff.

All staff and other personnel going on the journey will have been DBS checked. We also check that staff at the centre we use are also compliant.

Risk assessments will be completed by the school and/or centre we use for all activities.

Dates

As soon as is practicable, parent/carers will be told the journey dates and the minimum and maximum cost.

Other important dates to be notified of are:

- When acceptance is needed
- When the deposit is needed
- When the final cost will be known
- When payments are needed
- When the school pays the deposit
- When the school pays the balance

Contract

It is very important that due consideration is given to accepting a place on the school journey as acceptance creates a formal contract between parent/carers and the school. Under this contract the school agrees to provide a journey and the parent/carers agrees to provide consideration in the form of the deposit and subsequent regular payments.

Price & Payments

School journey destinations are usually priced based on a certain number of children going. If fewer children go, the price per child goes up. For this reason, it is not possible to give a definitive price per child. However, the school is aware that parent/carers cannot be expected to sign up for an unknown amount and will therefore calculate a provisional minimum and maximum price per child at the outset and notify this to parent/carers. The final cost will be notified to parent/carers as soon as it is known.

When parent/carers accept a place, they are agreeing to pay any amount between the provisional minimum and maximum, without further consultation.

Should the low number of acceptances mean that the price exceeds the provisional maximum notified to parent/carers, parent/carers who have accepted will be asked if they are willing to pay the extra needed. Unless all parent/carers agree to pay the extra, the journey will not go ahead.

Deposits must be received by the due date so that a place may be allocated and the provisional price per child can be calculated and notified to parent/carers.

The final price will only be known once all the deposits have been received. However, for reasons given below, this will still be provisional, as it is based on all parent/carers paying instalments in time.

Payment of the deposit is the only way to accept a place on the school journey.

Payment of instalments by the due date is the only way to maintain that place.

Missed instalments may mean the school journey will be cancelled as the school reserves the right to cancel the journey up to the time that payment of the balance by the school is required. Missed payments will be taken as notification that the child no longer requires their place and the price per remaining child will be recalculated and notified to parent/carers.

If the revised price remains below the maximum notified at the outset, then parent/carers will be required to pay the extra without consultation.

Refunds

If the journey is cancelled because the cost has exceeded the maximum all parent/carers are prepared to pay, all payments made will be refunded to parents/carers except the amount the school has had to use as a deposit.

If a child is unable to go on the journey due to sickness, a refund will be made through the insurance policy, provided a doctor's certificate is produced to the satisfaction of the insurance company.

Parent/carers of a child leaving the school will not be entitled to a refund of any payment made. In these circumstances only, the school will cover the balance of payments without recourse to the remaining parent/carers.

Financial Assistance

The school will provide financial assistance to families in receipt of free school meals. This will be a reduction of one third of the cost of the school journey.