



**ASHLAWN SCHOOL**  
**‘A High Performing Specialist Academy’**

**Educational Trips and Visits Policy**

Policy & Procedure Number	AP017
School Link	S Urding
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# Educational Trips and Visits Policy

This document should be read in conjunction with:

- Ashlawn School Staff Handbook
- Ashlawn School Code of Conduct
- Ashlawn School Safeguarding Policy
- Ashlawn School Data Protection Policy

*We believe educational visits to be an integral part of the learning process. Day trips and residential visits enrich and enhance students' personal, emotional, social and intellectual development. However, the benefit gained through educational trips and visits must always be set alongside the potential disruption to the learning experience timetabled for the classroom.*

*Educational visits may be defined as all academic, sporting, cultural, creative and personal development activities which take place away from school and make a significant contribution to the learning and development of those taking part.*

*Under common law, children are legally entitled to receive special care and attention in terms of welfare and safety by those in whose charge they are placed. The 'duty of care' which is discharged daily by teachers and others who have a supervisory role in schools, applies to those activities which take place outside the school. It is incumbent on teachers and those with supervisory responsibilities, to act reasonably in all circumstances so that the personal safety and well-being of those in their care are not jeopardised during a visit.*

## **RESIDENTIAL AND DAY TRIPS**

### **Roles and Responsibilities**

#### **Section 1: Guiding Principles**

- Off-site trips, visits and activities can enhance a young person's personal and social development as well as contributing to the breadth of the curriculum
- A young pupil's welfare overrides all considerations and must always be paramount
- Young people have the fundamental right to be protected from harm (please refer to Ashlawn School policy on safeguarding)
- Special consideration must be given to young people who have special educational needs, as they may be particularly vulnerable; they have the right to be included and for trips to be made accessible to them wherever this is practicable
- Only Ashlawn staff and students may participate in a school trip (except where permission is sought and granted from the Head Teacher or Chair of Governors)
- All amendments to any detail of the trip, post-authorisation, should be re-authorised by the EVC in writing using the original trip application form
- At no time should any student be left unsupervised (i.e. there should be no opportunities for students to mix freely with the public or left to wander round a town on their own) therefore all itineraries should account for all time spent on the trip

- All staff accompanying the trip are subject to Ashlawn School's Code of Conduct
- The trip leader has overall responsibility for planning, organising, managing, leading and evaluating all aspects of the trip or visit at all stages of the process, including all staff and students in their charge
- Student and staff information should be subject to the requirements of Data Protection (please refer to Ashlawn School's policy on Data Protection)
- No trip or visit is risk-free, however in authorising a trip or visit a balance will invariably need to be struck between risk and benefit.

## **Section 2: National Best Practice for Governors**

The role of the Governors is to ensure that best practice procedures operate with regard to safeguarding the welfare of the school's registered pupils during educational visits. Governors have a statutory duty to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in the lawful control or charge of a member of the staff of the school.

### **Governors should**

- understand their liability
- ensure that the school has a written policy on educational visits
- ensure that educational visits have specific educational objectives
- satisfy themselves that all necessary risk assessments have been undertaken
- satisfy themselves of the competency of trip leaders and accompanying adults
- ensure that appropriate safety measures are in place
- ensure that the trip leader can demonstrate how their proposal complies with the school's policies in relation to educational visits, health and safety, code of conduct, safeguarding and data protection
- be assured that all adults involved in the visit/residential are child-protection vetted
- be assured that the ratio of supervisors to pupils is appropriate for the needs of the group
- be informed by the head teacher about high risk visits or residential activities well in advance of them happening
- communicate an expected code of conduct for trip leaders, accompanying adults and all participants

## **Section 3: Summary of Responsibilities**

### **Responsibility of the Trip Leader**

- Have a common law duty to act as a 'reasonably careful parent'
- Must be familiar with and comply with the relevant sections of the school's policy on visits, health and safety, finance, safeguarding and data protection
- must abide by (and ensure that all other accompanying staff/adults abide by) the school's code of conduct and all relevant school policies
- The trip leader is responsible for all aspects of the trip including (but not limited to) seeking authorisation, securing staffing, communication with parents, securing the participation of students, undertaking due diligence on any third party provider, conducting risk assessments, producing an itinerary, seeking advice where necessary from the designated EVC, communicating with accompanying staff on all matters relating to the trip, ensuring that staff

and students abide by the school's code of conduct, managing all aspects of the finances, seeking advice where necessary from the school's Business Manager

- Must abide by the principles of managing public money when in a public office (which include honesty, impartiality, openness, accountability, accuracy, fairness, integrity, transparency, objectivity and eligibility)
- Must ensure that the careful planning and preparation of the school trip includes and assessment of the risks and benefits of all activities
- Is responsible for the safety and wellbeing of all in their care throughout the entire trip
- Must take all reasonable steps to safeguard the health and safety of students both on the school premises, en route and in authorised activities elsewhere
- Must maintain good order and discipline at all times

#### **Responsibilities of Staff/Adults Accompanying the Group**

- Have a common law duty to act as a 'reasonably careful parent'
- Staff are responsible for the group at all times, 24 hours a day if on a residential activity
- All accompanying members of staff should be familiar with and comply with the relevant sections of the school's policy on visits, health and safety and safeguarding
- Should conduct themselves appropriately and responsibly at all times
- Should abide by the school's Code of Conduct and by all school policies
- Must take all reasonable steps to safeguard the health and safety of students both on the school premises and in authorised activities elsewhere

### **Section 4: Health and Safety**

#### **Responsibility of the Trip Leader and other Accompanying Staff/Adults**

- Be competent in leading and accompanying for the nature of the visit/activity
- Plan for and lead students in a way which minimises the (potential) dangers to life and limb
- Undertake risk assessments prior to and during a trip or visit
- Be vigilant and responsive to all potential risks, medical needs and issues regarding safety
- Ensure that students and staff know and understand what to do in an emergency
- Ensure that there is an appropriate supervision rota and that this is implemented
- Be clear about when activities can become dangerous (this will be assessed as part of an evaluation of the extent to which trip leaders and accompanying adults are competent to lead)
- Make a formal record and report all accidents or near misses and ensure that a copy of this is archived for future reference. (The current recommendation is that this is until the student to whom the incident applies has reached their 22<sup>nd</sup> birthday)

### **Section 5: Risk Assessment**

#### **Responsibility of the Trip Leader and other Accompanying Staff/Adults**

- Undertake a thorough examination of the potential harm during the visit/activity and evaluate whether enough precautions have been taken
- Control measures to mediate against risk should be understood by all involved

- All staff/adults should understand the safety measures used to control risk
- Special consideration should be given to SEND and those with specific medical, physical, emotional and psychological need
- Consideration should be given to students qualifying for free school meals
- Undertake not to deviate from the planned programme of activity as set out in the risk assessment and consent forms
- Complete all risk assessment forms and share with all accompanying staff/adults
- Become informed before the visit on safeguarding risks and how to respond to them (*including but not limited to rules around taking photographs, use of mobile phones during the night, bedroom supervision protocols, information regarding specific vulnerable individuals, medical arrangements – and the agreed reporting /disclosure procedures*)
- Be vigilant and responsive to all activities, locations, environments, scenarios and events
- Be familiar with and responsive when in an emergency situation
- The examination of risk should include generic, specific and on-going activity risk assessment
- Understand that controlling risk is non-delegable to third parties and act accordingly

## **Section 6: Emergency Procedure**

### **Responsibility of the Trip Leader and other Accompanying Staff/Adults**

- All staff involved in the visit/activity have a duty of care to young people and they should not hesitate to act in an emergency and to take life-saving action in an extreme situation
- All staff involved in the visit/activity should be familiar with and follow the School Emergency procedures
- The Trip Leader and their designated Second should have a copy of the Emergency Procedures during the visit/activity
- The Trip Leader and their designated Second should communicate to all participants the emergency advice and guidance (outlined in this policy) and the emergency procedures
- The Trip Leader would usually take charge in the event of an emergency and ensure that the emergency procedures are followed and that back-up cover is arranged
- All accompanying staff/adults should be informed by the Trip Leader and understand what they are expected to do in an emergency
- In the event of an emergency the Trip Leader must:
  - speedily establish the nature and extent of the emergency
  - contact the relevant emergency service(s)
  - ensure that the group are safe and supervised at all times
  - get immediate medical attention and establish the identities of casualties
  - ensure that a staff member accompanies casualties to the hospital
  - ensure that emergency procedures are not compromised by individual young people or adults making independent calls on personal mobiles or other devices
  - notify the police if necessary
  - record all relevant facts, events times, contacts and witness details and preserve any evidence

- inform the school using the emergency contact, parents (and the provider/operator if one is being used and the British Embassy or Consulate of overseas) and be ready to pass all information to the contact
- do not discuss legal liabilities
- complete all accident report forms as soon as possible

## **Section 7: Leadership**

### **Responsibility of the Trip Leader**

- The Trip Leader is responsible for all aspects of the leadership and management of the trip or visit
- the Trip Leader is responsible overall for the group at all times (staff and students)
- the Trip Leader should brief staff and students before the visit on safeguarding risks and procedures (*including but not limited to rules around taking photographs, use of mobile phones during the night, bedroom supervision protocols, information regarding specific vulnerable individuals, medical arrangements – and the agreed reporting /disclosure procedures*)
- seek and secure parents' written consent if the trip requires you to share any student data with any third party provider such as a venue operator, tour operator, coach company, ferry, hotel or insurance company
- should undertake all necessary research and due diligence prior to the trip/visit including an assessment of the location and the competency of third party providers
- ensure that all accompanying staff/adults understand that they are responsible to the Trip Leader for the supervision of the young people assigned to them
- should ensure that the school's expectation of conduct and behaviour is adhered to at all times by all staff, adults and young people
- ensure access to first aid and emergency procedures
- communicate expectations to all staff and all students prior to and at appropriate times during the trip or visit
- identify meeting/gathering points
- must communicate emergency procedures to all staff and students before and during the trip
- ensure staff know the whereabouts of young people at all times
- ensure that sufficient staff are available to respond to unforeseen events at all times
- be vigilant to all potential risks and hazards (including from unplanned interaction with non-designated others)
- ensure supervision is 24 hours
- must keep a detailed record of all concerning instances (behavioural, CP, medical, accidental etc.) and formally submit this record on the trip's return. It is advisable to take witness statements (students, staff and others) as soon after an incident as possible. All official paperwork (medical, police, insurance etc) should be kept and submitted for the archive
- ensure that all young people and adults' medical needs are known and acted upon

## **Section 8: Supervision**

- Whether a day trip or a residential trip, all students should be supervised at all times

- there should be no unsupervised activities or 'free time' for students
- if on a residential trip a supervision rota should be constructed by the trip leader and this should be adhered to by staff and students
- if a trip or visit makes use of venue-supervisors or adult activity leaders please be aware that the final responsibility for the well-being of students lies with the trip leader and accompanying staff. If in doubt, make yourself aware of the venue-staff roles and responsibilities before the visit commences so that a suitable supervision plan can be put in place
- Ashlawn School's Code of Conduct applies to all Ashlawn Staff on a trip or visit. Please pay particular attention to the school's expectations for staff over the consumption of alcohol and on smoking. If in doubt, seek advice from the school's Personnel **Manager**.

***This checklist must be completed and returned to Sarah Lamb before the trip commences.***

## Educational Visit Check List 2017/2018

Emergency Ashlawn site contact numbers out of school hours:

- ① **Saron Urding** – 07902092119    ② **Stonewall Security** 01788 561244
- All staff cars to be left in main car park for visits due to return to Ashlawn after 18:00hrs – inform R Anderson/C Tuckey of car registration number.
  - Coaches/minibuses to drop-off students in main car park when returning after 18:00hrs.

### ✓ **Pre-Planning by Trip Leader:**

- Due Diligence** on company / tour operator undertaken
- Read and understood school trips policy** and other supporting documents
- All Risk Assessments** undertaken and submitted along with Educational Visits Application Form
- Detailed Itinerary** established and submitted along with Educational Visits Application Form
- Supervision Rota** constructed and shared
- All Costs identified and planned for** (advice sought from **Andy Nicholls** where necessary)
- Educational Visits Application** completed and submitted
- Communication with parents** planned and undertaken
- Advice sought where necessary** from Saron Urding
- Consent** is sought and recorded if any student information is passed to any 3<sup>rd</sup> party (hotel, coach, venue, operator etc.)
- Supervising Adults** briefed by trip leader
- Expectations** communicated to staff and students by trip leader
- Absence Request Forms** submitted to **Lois Reed** after trip approval granted
- Check participating students** with Heads of Year and Deputy Head ic Students (Liz Cheney)

### ✓ **Packs for Trip Leader and EVC – this MUST be electronic password protected and encrypted:**

- Copy of approved educational visit proposal form
- Copy of residential and day trips - 'guidelines to costing and financial planning'
- OSA1**– off-site activities form for completion {leader} –to **Sarah Lamb**
- Travelling Risk assessment**
- OSA2**– student medical form for completion {parent/carer} - to **Sarah Lamb** {Reception}
- OSA3**– accompanying adult medical form for completion - to **Sarah Lamb** {Reception}
- Absence request application**– form completion {Teaching Staff} – submit to **Lois Reed** {Head Teacher}

### ✓ **Information required:**

- Completed Visit Provider Risk Assessment(s)** → **Sarah Lamb**
- Copy of letter to parents/carers** → **Sarah Lamb** (Reception) & **Caroline Mellers** {Finance}
- List of all students and accompanying adults** → **Sarah Lamb** Reception}, **Sara Whitehead** Attendance} & **Sue Smith** {Canteen – free school meals students require packed lunch}
- List of emergency contact numbers for students & adults** → **Sarah Lamb** {Reception}
- Insurance** → **Caroline Mellers** {Finance}
- First aid boxes** → **Chris Beanland** {Resources}
- School mobile telephone** → **Saron Urding**

### ✓ **Informing colleagues** (publish date of visit & list of students and accompanying adults through):

- Bulletin**
- Staff briefing** or email
- E mail Teaching Staff** at least 1 week in advance
- 1 week notice to Attendance** for Student Absence
- Newsletter**
- List of students** Sarah Lamb (Reception)

### ✓ **Visit evaluation** (on return):

- Completed evaluation** → **Saron Urding**

***The Trip Leader is responsible for compiling and returning completed documents to Sarah Lamb***

## **Supporting Advice and Guidance in the Event of an Emergency**

**This is not an exhaustive 'to do' list but is designed to support the trip leader and accompanying adults in planning for and responding to an unforeseen incident and emergency.**

1. All students should be supervised by accompanying adults wherever possible; free unstructured time where students are unsupervised is to be avoided
2. Trip leaders and adults should stay alert to local and national news before and during a trip
3. Everyone should be conscious of places of significant danger: around water, machinery, crowded pedestrian areas, airports, train stations
4. Trips should always start and finish at Ashlawn School wherever possible; students should not be permitted to make their own way to or from a venue
5. Trip leaders should encourage students to be alert during a trip and to immediately report anything suspicious. When using mobile devices or buying items in a public place be vigilant for pick-pockets and thieves; never leave baggage unattended
6. Trip leaders and accompanying adults should be particularly vigilant to the needs of SEND students and their capacity to react to an incident or emergency
7. Trip leaders should brief staff and students of what to do in the event of an emergency: they should try and get away as quickly and as safely as possible from the immediate danger vicinity (they should leave baggage and belongings). They should seek assistance from a police officer or other security official and state that they are part of a school trip. Use the 'Run Tell Hide' principle
8. Trip leaders and leaders of groups of students should designate emergency meeting points before each excursion (e.g. the last used entrance to a building or an agreed landmark), ensure the distribution of contact telephone numbers and the use of public telephones in the event of no mobile signal
9. It is a good idea for students to carry a printed card with emergency contact telephone numbers (including the school office landline) and for them to write down their home telephone number. If traveling abroad then a printed greeting and request for help in the target language is recommendation
10. Trip leaders should have the contact details of the transport that they are using (e.g. the coach driver's telephone number and the contact details of the company)

### **IN THE EVENT OF AN EMERGENCY**

11. Trip leaders and accompanying adults should try and keep students together whilst moving as quickly as possible to a place outside the danger area
12. When moving stay low and move behind solid objects
13. If a terrorist attack is suspected avoid using public transport and be vigilant for a secondary attack
14. As soon as is practicable the trip leader should notify the school so that the school emergency plan can be put into operation
15. Trip leaders will want to brief students about what to say to parents if they phone home. Parents should not be encouraged to collect their children from the area of an incident.
16. Arrange the groups return transport when it is safe to do so

## **The Processes / Organisation of the Trip or Visit**

There are two types of Educational Visit/Off-Site activity:

- Day Visit
- Residential Visit

The Educational Visit Proposal Form, copies which are available in the Staff Workroom and attached to this document, is designed to cater for both types of visit. It is an internal document and is designed to assist in the planning, authorisation and processing of the trip.

### **There are three categories of Visit/Off-Site Activity:**

Category A: Low Risk Activity }

Category B: Medium Risk Activity } category assessed on receipt of visit proposal

Category C: High Risk Activity }

The EVC will determine the risk category. Irrespective of the trip category the same due diligence and care needs to be given to assessing and mitigating risk in every trip.

A Risk Assessment Form must be completed for all categories. In addition, an OSA1 Form must be completed for all categories. The Educational Visit Proposal Form must be submitted at least 12 weeks before the date set. This will allow sufficient time to process the internal proposal and the OSA1 form.

### **There are a number of main phases to applying for an educational visit:**

1. Undertaking the necessary pre-planning (due diligence, viability, staffing, transport etc.)
2. Undertaking all risk assessments and providing a printed copy
3. Constructing a detailed itinerary
4. Submitting the proposal and gaining authorisation
5. Submitting absence request forms
6. Processing the trip (all aspects of its finances, transport, supervision, communication, administration etc.)
7. An educational visit pack will then be issued to the visit leader in protected electronic format
4. OSA forms completed and submitted

Ensure you read and understand the Warwickshire guidelines on journeys and activities, the school policy on trips and all other associated school policies, advice and guidance before you progress.

The organiser is to agree staffing as part of the proposal process.

Heads of Departments and Heads of Year must be consulted before participating staff are agreed upon and listed on the Proposal Form.

An evaluation of every educational visit must be submitted to be filed with the original application documentation following the trip. All accidents or instances (medical, CP or behavioural) must be recorded and submitted once the trip has finished.

## **GUIDELINES FOR COMPLETING AN ASSESSMENT**

### **DEFINITIONS:**

**HAZARD - an activity where there is potential for harm to be caused**

**RISK - the likelihood of harm being realised**

1. Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue. i.e. without the hazard there is no risk.

2. Identify the hazards within the activity. i.e. using machinery, confined spaces, involving electricity, close proximity to water etc.

3. Determine the risks involved and what type of incident is anticipated, considering who and how many people will be affected. i.e. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse, becoming lost or separated from the group

4. Estimate the risk level without the benefit of any control measures.

Risk = severity x likelihood

HIGH = Certain or near certain that harm will result in serious injury/damage.

MEDIUM = Harm will probably occur frequently with minor injury/damage.

LOW = It is unlikely that harm will be caused and the outcome would result in very minor injury/damage.

5. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: Guarding, Safety Procedures Practices, Specialist Training, Mechanical Assistance, Contracting out to specialists etc.

6. Personnel Protective Equipment should only be considered, as the last resort, if the above controls cannot achieve a low risk level.

7. Re-assess the risk level considering the effect of the control measures.

8. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.

9. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.

10. A procedure should be developed for the necessary action to take in the event of an emergency.

11. All assessment should be dated, recorded and reviewed periodically.

12. Consideration should be given to the safeguarding of individual data; information containing student/staff personal details will need to be held securely in a password protected and encrypted electronic format and not as paper copies

**RISK ASSESSMENT ARE INTENDED TO ACHIEVE A SAFE ENVIRONMENT WITH SAFE SYSTEMS THAT WILL PROTECT EVERYONE CONNECTED.**

## **GUIDELINES TO COSTING AND FINANCIAL PLANNING**

### **Minimising Financial Risk**

**From a day trip to another local school through to a residential visit abroad, there is a financial risk that has to be carefully calculated. Inflation, additional (hidden) costs, students dropping out, are all factors that could cause the school to subsidise educational visits. Organisers need to be aware of these factors and minimise any financial risk by careful planning when calculating the cost per pupil for such a trip.**

The main reason for financial losses is when students drop out of the trip for whatever reason. Legitimate illness is covered by insurance provided either a medical certificate or a letter from a GP is supplied.

Reasons other than this are more difficult to manage. If the visit is being organised by a third party, i.e. a company offering accommodation plus activities, it would have been quoted based on a minimum of students attending. It is this minimum that has to be attained to prevent substantial loss. Such a company will identify a date when the full payment has to be made. It is at such a time that confirmation of numbers attending will need to be made. Any payment terms arranged for students need to coincide with this date. In other words when we have to pay, we already have the monies from students.

If such a company require confirmation on numbers at the point when the deposit is due, make sure you establish when the balance is due; use this balance due date as the date when all monies are paid by students. This will minimise any financial risk.

### **Deposits from Students**

Deposits should be seen as a sign of commitment on both parties to carry out any agreement at a later date. All deposits should be non-returnable unless in exceptional circumstances. All correspondence to parents/guardians should clearly state that the deposit is non-returnable. The amount of any deposit is the responsibility of the trip organiser but due care should be paid to the amount outstanding and the ability of the students concerned to make all the payments by the due date when calculating the amount of any deposit. A nominal sum of 10% may not be viable when the remaining 90% has to be paid within 30 days.

## **Determining Total Cost**

Determining the total cost per pupil should be a mathematical calculation. Ensure that ALL factors involving cost have been taken into consideration. Not only is there the cost to be paid to any company concerned, but also we need to ask ourselves what is NOT included in this figure. Transport to and from the venue, transport during the visit, fuel, meals, insurance, entry to additional attractions, hire of any equipment/vehicles etc. all need to be taken into account. You may wish to consider an additional 10% to cover any hidden extras, which will help cover any unexpected losses or oversights. In your calculation of total costs you will also be required to include an administration charge based on total income for paying students. Those children who pay for the trip via Parent Pay fee on total payments received will be applicable. Please confirm with the Finance Officer the applicable administration charge (%) and the Parent Pay charge (%) when calculating the total costs.

## **Financial Review prior to Authorisation**

When calculating the chargeable cost per pupil and completing the financial section of the Educational Visit Application form, the Trip Organiser is required to provide physical quotations to support the application. The School Business Manager will review the financial calculation section of the application, supported by the quotations provided for approval to ensure completeness and best value. Under no circumstances should the Trip Organiser enter into any contractual agreement or authorise for any payments to be issued prior to authorisation of the trip by the required signatories on the Educational Visit Application Form.

## **Waiting Lists**

Popular day-trips or residential visits may attract a greater interest amongst students. Adding more students to a visit may not always be viable. If this is the case a waiting list should be created. This will reduce any financial loss if students drop out unexpectedly. It is in these circumstances that you may wish to consider whether or not to return a deposit if you feel the reason is legitimate. If any trip/visit is more popular than expected, the initial quote from a company may be negotiable. It would be tempting in these circumstances to recalculate the cost per pupil – please avoid this. If after the event the account of the trip is in credit, you must refund to parents or using this money. **Do not change the cost per pupil once any payment schedule is underway.**

## **Payments & Payment Schedules**

Once the due date for payments has been established, work backwards in scheduling any payment plans for students. The fewer payment dates scheduled the better. The more payment dates the more administration will be involved and the higher the risk of error. Some companies issue payment cards to organisers. These can be used but ensure that they are kept up to date at all times. You may wish to create/produce your own payment cards.

All payments of monies are to be made to the finance office. It is your responsibility to organise how these payments are handed in. All payments should be in an envelope clearly marked with the name of the visit, the students' name and form and the amount enclosed. Do not store cash in your classroom or office. Cash payments should always be receipted. Discuss with the Finance Officer your plans for payments at an early stage. Please remember that the Finance Office is NOT responsible for ensuring payments are made. The office will record payments made by students for each trip and feedback any information requested.

## **Record of Accounts**

**As soon as any visit has been authorised and is in the initial stages of planning, inform the Finance Officer without delay.** An account is opened for each visit the school undertakes. All invoices relating to the said visit should be passed to the Finance Officer immediately upon receipt along with any verbal arrangements made regarding when it should be paid. Otherwise these will be paid by the due date on the invoice. Do not at any time authorise any payment of invoices unless there are funds in that account to pay for it. Any initial funds will have been paid into the account through deposits. If no monies have been received and a payment is due, please see the Business Manager for authorisation detailing your plans for covering these initial costs and when any deposits are due.

At the end of the trip/visit, please forward any receipts for additional fuel, meals and/or transport fares etc. to the Finance Officer as soon as possible upon return.

## **OPTIONAL EXTRAS AND CHARGING**

### **Guidelines for staff organising trips, visits etc.**

1. No charge can be made for any activity which occurs for more than 50% of the time within school hours. Voluntary contribution may be solicited, however. Any letter requesting such contributions should contain the following:

- The nature of the proposed activity (and the enhancement it may provide if so desired).
- An indication of the **voluntary contribution** required if the activity were to take place.
- A statement to the effect that there is no obligation to pay and that no student would be omitted if her/his parents were unable or unwilling to pay.
- A statement to the effect that the activity would not take place if parents were reluctant to support it.

- There is no limit to the level of voluntary contributions which parents can make to school activities.

2. Where a school activity involves students staying away overnight a charge may be made for board and lodging.

3. Letters should advise all parents that anyone in receipt of Income Support or Family Credit is entitled to claim remission and that others who find difficulty should contact the organiser.

4. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product.

5. **All enquiries** regarding financing **school visits** to be made to the Finance Office.

Adequate notice of proposed visit is required - **MINIMUM OF 8 SCHOOL WORKING WEEKS.**