



Terms and Conditions for School Residentials

1. Introduction

These Terms and Conditions govern the participation of children in residential trips organized by Sandcross Primary School (hereafter referred to as "the School"). By enrolling for a residential trip, participants and their guardians agree to abide by these terms and conditions.

2. Booking and Payment

- **2.1 Booking:** To secure a place for a residential trip, a completed booking form and payment deposit must be submitted by the specified deadline communicated by the School in writing. If you do not pay the deposit by the specified deadline, then your child will not have a place on the trip. The deadline will not be extended.
- **2.2 Payment:** Full payment for the residential trip must be received by the School no later than the specified deadline communicated by the School in writing. Payment schedules and options will be outlined during the booking process to assist with the cost of the trip. You must inform the office in writing if you have financial difficulties or are entitled to Pupil Premium, which could help with the payments. Those requests who are not entitled to pupil premium will be considered on a case-by case basis.
- **2.3 Non-Refundable Deposit:** A non-refundable deposit is required upon booking. The amount will be specified and communicated by the School in writing.
- **2.4 Refunds:** If a student is unable to attend the residential due to illness or other exceptional circumstances, a partial refund may be offered, subject to the terms of the provider and the School's discretion. Evidence, i.e. medical, may be requested as part of the process.

3. Cancellation and Changes

- **3.1 Cancellation by Parent/Guardian:** In the event of cancellation by the parent/guardian, the School requires written notice. Cancellations made after the payment deadline may be subject to cancellation fees.
- **3.2 Cancellation by School:** If the School is unable to proceed with the residential for any reason (including insufficient numbers, safety concerns, or unforeseen circumstances), a full refund will be provided, and alternative arrangements may be offered if possible.



- **3.3 Changes to Itinerary:** The School reserves the right to make changes to the residential itinerary if deemed necessary for safety, operational, or logistical reasons.

4. Medical and Special Needs

- **4.1 Medical Information:** Parents/guardians must provide accurate and up-to-date medical information on the booking form(s), including any pre-existing medical conditions, allergies, and medication requirements. Medications must be provided and required forms signed with the School on the day of the trip.
- **4.2 Special Requirements:** Any special requirements or considerations must be communicated to the School at the time of booking so that appropriate provisions can be made. For example, dietary requirements, behavioural requirements.
- **4.3 Collection of unwell or injured pupils:** Parents/guardians must be available to collect unwell or injured children from a residential should the trip leader deem necessary for the child's health and wellbeing. Parents/guardians will be responsible for any expense incurred as a result of travelling to collect a child.

5. Code of Conduct

- **5.1 Behaviour Expectations:** Children are expected to follow the School's behaviour policy at all times. This includes respect for staff, peers, the accommodation, and the residential environment. If a child is not demonstrating the School's values in the lead-up to the trip, a decision will rest with the Headteacher as to whether the school can make the necessary risk assessments to take the child on the trip or not.
- **5.2 Disciplinary Action:** Failure to adhere to the behaviour expectations may result in disciplinary action, including being sent home early at the parent's/guardian's expense.
- **5.3 Prohibited Behaviour:** Children are prohibited from engaging in behaviour that could endanger themselves or others, including violence or bullying.
- **5.4 Fitness to attend:** Parents/guardians must ensure that, in line with the school medical policy, pupils are fit to attend the trip. Pupils suffering from infectious illness or outbreaks of diarrhoea and vomiting should not attend a residential trip until symptoms have ceased for 48 hours. Pupils presenting with symptoms before the trip has departed will be denied access to the trip. If a child recovers from illness and presents no further symptoms, it will be at the discretion of the school/trip lead/Headteacher to liaise with parents/guardians on a case by case basis to determine whether the child can join for part or the remainder of the trip.

6. Supervision and Safety



- **6.1 Supervision:** The residential trip will be supervised by the appropriate ratio of qualified staff members, in line with the School's safeguarding and supervision policies.
- **6.2 Risk Assessments:** Risk assessments are conducted for all activities, and safety measures are in place to minimize risk. children must follow the instructions given by staff at all times.
- **6.3 Personal Safety:** children are expected to behave in a safe and responsible manner at all times, whether on-site or during off-site activities.

7. Personal Property

- **7.1 Responsibility for Belongings:** The School is not responsible for any personal items lost, stolen, or damaged during the residential trip. children should not bring valuable items, and all belongings should be clearly labelled.
- **7.2 Prohibited Items:** Certain items, such as electronic devices (unless specifically permitted) are prohibited during the residential trip.

8. Communication

- **8.1 Contact Information:** Parents/guardians will be contacted by the School or Trip Leaders to address any concerns during the residential. If parents/guardians have any concerns then you can contact the School Office.
- **8.2 Updates:** The School will provide periodic updates to parents/guardians regarding the progress of the trip, any changes, and emergency situations if they arise.

9. Photography and Media

- **9.1 Consent:** By agreeing to these terms and conditions, parents/guardians grant the School permission to take photographs or videos of the children during the residential trip for educational or promotional purposes.
- **9.2 Opt-Out:** If parents/guardians do not wish for their child to be photographed or filmed, they must notify the School in writing prior to the trip.



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10. Liability

- **10.1 Limitations of Liability:** The School will take all reasonable steps to ensure the safety and well-being of children during the residential trip. However, the School is not liable for any loss, injury, or damage arising from circumstances beyond its control.
- **10.2 Insurance:** Parents/guardians are encouraged to ensure that the student has appropriate travel and medical insurance to cover any unforeseen circumstances, such as illness or accident.

11. Data Protection

- **11.1 Personal Information:** The School will process personal data in accordance with its Privacy Policy and applicable data protection laws.
- **11.2 Emergency Contacts:** In the event of an emergency, the School may contact the designated emergency contact provided by the parent/guardian.

12. Acknowledgement and Agreement

By completing the booking form and submitting a deposit payment, parents/guardians confirm that they have read, understood, and agree to these Terms and Conditions.