

Introduction

Chulmleigh Academy Trust is committed to providing our pupils with a wide range of activities, including sporting activities, day trips, residential activities, outdoor education opportunities and overseas trips.

We aim to make these activities as inclusive as possible, and we are fortunate that we have so many staff willing to give up their time to run these activities. We are also fortunate that our pupils are overwhelmingly well behaved during these activities, and serve as excellent ambassadors for their schools.

The purpose of this document is to cover some important points that parents and pupils need to be aware of. Some of these points can have financial implications, and it is important that you read this carefully. **Participation in voluntary out of school activities requires you and your child to agree to the points below, and you should only agree to your child taking part in a voluntary out of school activity if you are happy to accept these conditions.**

1. Refunds

1.1 If a trip is cancelled, a full refund will be given.

1.2 If the trip does go ahead, but your child does not attend an activity after you have made payment, we will deduct any costs that the school has paid or committed to pay and then will refund the difference to you. As an example, if we have to pay for transport or theatre tickets, we will not refund that part of your payment, but will refund the theatre ticket if we are able to cancel it.

This means that you may receive only a partial refund or no refund at all if your child does not attend the activity, for any reason.

1.3 If payments for a trip are made in instalments, we will tell you how much must be paid, and by which dates. You must let us have the relevant payments by the dates we specify. If you do not make these payments on time, we may remove your child from the activity, and you may lose some or all of the money you have paid. We will not refund any monies that we have already paid or have committed to pay to another person but will refund any other sums to you.

This means that if you do not pay instalments on time, your child may be removed from a trip, and you may receive only a partial refund or no refund at all.

1.4. If we decide that your child must be removed from a trip due to a medical condition (see point 2.3 below), we will not refund any monies that we have paid or have committed to pay to another person, but we will seek to recover these sums from the insurer, and we will refund any other sums to you.

This means that you may not get all of your money back if your child is removed from the activity due to a medical condition, unless they are covered by the relevant insurance policy.

1.5 If we decide that your child should be removed from a trip due to their behaviour (see point 3.1 below), we will not refund any monies that we have paid or have committed to pay to another person, but will refund any other sums to you.

This means that you may not get all of your money back if your child is removed from the activity due to concerns about their behaviour.

1.6 If your child moves to a new school before the activity takes place, we will allow them to attend the trip unless we consider there are good reasons not to do so. If we are willing to allow your child to attend the activity but you choose to withdraw them, the refund provisions in point 1.2 above will apply.

This means that you may receive only a partial refund or no refund at all if your child does not attend the activity, even if that is because they have changed schools.

1.7 Exceptions to these refund rules above may be made if another child is able to attend in your child's place.

2. Medical Information

2.1 When completing the consent form, you must inform us of any medical information or relevant injury which is not already listed on the consent form.

2.2 If your child develops a medical condition or suffers a relevant injury after you complete the consent form, you must notify the trip leader as soon as possible. This could have a bearing on the insurance cover and/or affect our risk assessments and staffing arrangements. The sooner we are aware of this, the more likely we are to be able to make adjustments.

2.3 We may withdraw a child from an activity at any time if they have a medical condition or injury which is likely to have a material impact on running of the activity or the activity's supervision arrangements. We will however always comply with our obligations under the Equalities Act 2010.

3. Behaviour

3.1 We may withdraw a child from an activity at any time, before or during the activity, if we believe that their behaviour is likely to cause disruption or present a risk to the safety of others on the trip, or where we consider this to be an appropriate sanction for extremely poor behaviour.

4. Oversubscribed Trips

4.1 If an activity is oversubscribed, we will make a selection using an appropriate method. This will usually be by way of random selection, but in some cases, it may be appropriate to select children based on other relevant criteria. In some cases, a decision may be made not to include a child in a selection process because of concerns about their behaviour, but we will only do this in exceptional circumstances.

4.2 Any child not selected will be added to a waiting list, and the criteria in point 4.1 will be used to select a child on the waiting list to fill a place which becomes vacant.