**Guidance for School Trips**

**Medical and contact information**

We would like to remind parents / carers that following our recent launch of SIMS Lite, all information for trips will be collated via SIMS five school days prior to departure. It is essential that parents and carers take responsibility to ensure that all information is updated and accurate via this portal. If you have not yet registered for SIMS Lite please e-mail studentdetails@st-nicholas.cheshire.sch.uk and an invitation code will be issued. If you prefer not to use the SIMS Parent App, please ensure that written confirmation of changes are sent a minimum of 10 school days before departure to the above e-mail address.

**Consent**

Consent for all trips will now be processed electronically via Parentpay; when processing a deposit you will be asked for consent, this will be considered as your authorisation for your Child to attend the trip and confirmation that you accept the school trip policies and conditions. If you wish to discuss this consent before commitment online, please contact either the trip lead or the Finance Office on 01606 706000.

**Behaviour**

Following confirmation of a place on the trip, if a student’s poor behaviour results in a member of the Senior Leadership Team being called to their lesson, your child receiving a Senior Leadership Team Friday Night Detention or being internally excluded, then your support will be required to ensure that your child understands the specific expectations that will have to be met for them to be considered eligible for the trip. These expectations are outlined in the School's Behaviour Policy which can be found on the School website.

Please note that should a student receive a Fixed Term Exclusion, the Headteacher reserves the right to withdraw the student from the trip. Please note that any student withdrawn from the trip due to poor behaviour will forfeit their deposit and non-refundable monies associated with the trip. On top of a school administration charge of £25, you will also incur any charges from the trip provider for a change of name as a result of your child being removed from a trip.

**Insurance**

We are also required by our insurers to remind you that the cost of non-accidental damage caused by any students whilst on the trip will be charged to the parents / carers concerned.

Insurance is covered via Chubb Insurance, full details of this policy are available online via our Website, and we strongly recommend that you make yourself aware of the exclusions and conditions detailed within the policy. It is especially important that you note the requirement of approval via a medical professional in order to cover a pre-existing medical condition.

Please refer to our School website for full Educational Visits Terms and Conditions. This document can be found via the ‘Information’ tab and ‘Policies’ section, alternatively, please contact the Finance Office should you wish for a separate copy to be sent to you.

**Mobile Phones**

Students are permitted to bring a mobile telephone on this trip. Under no circumstances are students allowed to record images of other students or members of staff. Students will be given specific guidelines as to the use of mobile phones at the start of the trip. Failure to follow these guidelines will result in the phone being confiscated and a sanction. St Nicholas Catholic High School will take no responsibility for the safety or security of mobile phones on any school trip.