



## **Guidance for School Trips**

### **Consent, Medical and Contact information**

Consent for all trips is processed electronically via Parentpay; when processing a deposit or paying for the trip in full 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.

EduLink One allows parents and carers to view the information the school holds for your child including medical and contact information. All information for trips will be collated via EduLink 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 received an email with your login details for EduLink One please e-mail [EduLinkSupport@st-nicholas.cheshire.sch.uk](mailto:EduLinkSupport@st-nicholas.cheshire.sch.uk) and this will be resent to you. If you prefer not to use the EduLink One app, please ensure that written confirmation of changes are sent a minimum of 10 school days before departure to the above e-mail address.

### **Behaviour**

St Nicholas Catholic High School always expects the highest standards of behaviour; these expectations are outlined in the School's Behaviour Policy which can be found on the school website. Please ensure your child understands that these expectations that will have to be met for them to be considered and remain eligible for attendance on the trip.

If these behaviour expectations are not met between confirmation of a place and date of departure, and / or your child is issued with one of the consequences listed below, then your child's eligibility and attendance on the trip will be considered by the school. It maybe that your child will be withdrawn from the trip and / or that an Achievement Support Plan may be considered.

- a member of the Leadership Team being called to your child's lesson,
- a Senior Leadership Team Friday Night Detention
- Internal Exclusion

Should a student receive a Fixed Term Suspension, the Headteacher reserves the right to withdraw the student from the trip.

Please also note that any student withdrawn from the trip due to concerns regarding their behaviour will forfeit their deposit and non-refundable monies associated with the trip. In addition to 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. Details of the school's insurance policy is available 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.

### **Dress Code**

Students are not required to wear school uniform on the trip but must dress appropriately as stated below:

- No make-up, fake tan, earrings, piercings or jewellery to be worn and no extreme hairstyles
- Shoulders must be covered therefore no strappy vest tops, low tops, backless or 'cut out' T-shirts to be worn
- If leggings are worn, a long shirt, cardigan or jumper of mid-thigh length must be worn
- If shorts are worn then they must be knee length
- No clothing to be worn which is deemed to have offensive wording or logos
- No 'midriffs' showing and no low slung trousers
- No ripped jeans above the knee
- The school is not responsible for loss or damage to student's property apply.

### **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. 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.