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Trips and Residential Experiences Parent Policy

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SIXTH FORM EDUCATION AT ITS BEST

• RIGHTS
• RESPECT
• RESPONSIBILITY

1 Introduction

1.1 Reigate College believes that trips and educational visits play an important role in enhancing learning, enriching the student experience and supporting personal development. These activities provide valuable opportunities for students to extend their knowledge and skills beyond the classroom.

1.2 The College offers a range of educational experiences, including local area visits, day trips, residential visits and subject-related enrichment activities.

1.3 All trips are planned and risk assessed in accordance with the College's Educational Visits procedures and are subject to appropriate approval processes.

2 Compulsory and Non-Compulsory Trips

2.1 Some trips form a compulsory part of a student's course and are directly linked to teaching, learning or assessment activities. Parents and students will be informed where this is the case.

2.2 Other trips are offered as optional enrichment opportunities and participation is voluntary.

3 Consent

3.1 Parents/carers can provide blanket consent for most day trips through the Permissions section of the Parent Portal.

3.2 For trips covered by blanket consent, parents/carers will still receive information about the educational visit, including its purpose, arrangements and travel details.

3.3 Specific parental consent is required for residential trips, trips involving adventurous or hazardous activities, and any visit identified by the College as requiring additional consent.

4 Booking and Payments

4.1 Trip bookings and payments are normally managed through the College's online trips system.

4.2 Places on optional trips are usually allocated on a first-come, first-served basis. Waiting lists may operate where trips are oversubscribed.

4.3 Refund requests will be considered in accordance with the College's Trips and Educational Experiences procedures and any terms communicated at the time of booking.

5 Travel and Supervision

5.1 Students will normally travel using College-arranged transport to and from educational visits.

5.2 Requests for alternative travel arrangements may be considered in exceptional circumstances and must be agreed in advance by the College.

5.3 All trips are supervised by appropriately trained College staff, with staffing levels determined by the type of visit and the needs of the students attending.

6 Health, Safety and Welfare

6.1 The health, safety and welfare of students is a priority on all educational visits. Appropriate risk assessments are completed before trips take place.

6.2 Additional arrangements may be made for students who have medical conditions, disabilities or other identified support needs.

6.3 If a student experiences a medical emergency or is admitted to hospital in the period immediately preceding a residential trip, the College will review their fitness to attend the trip. Parents/carers will be required to provide medical evidence to demonstrate that the student is fit and well enough to attend.

6.4 Students who require medication, such as inhalers or EpiPens, must carry these with them and ensure that trip staff are aware of their requirements.

7 Student Conduct

7.1 Students are expected to follow the Reigate College Code of Conduct throughout all educational visits and while travelling to and from activities.

7.2 Students must act responsibly and show respect towards staff, fellow students, members of the public and any venues visited.

7.3 Failure to meet expected standards of behaviour may result in a student being withdrawn from a trip or excluded from future visits.

8 Financial Support

8.1 Financial support may be available through the College Bursary Scheme for eligible students attending non-residential educational visits. Any subsidies will be applied at the time of payment.

8.2 Families seeking further information about bursary support should contact the College Bursary Team.

9 Further Information

9.1 Full details of individual trips, including travel arrangements, timings, costs and emergency contact information, will be provided before departure.

9.2 General enquiries regarding College trips should be directed to the Trips Team via trips@reigate.ac.uk.