



## GENERAL SCHOOL VISITS INFORMATION

<p><b>DEADLINES AND PAYMENTS</b></p>	<p>Any deadlines and payments schedules we have set are in accordance with payments we need to make to third parties, therefore it is important that you keep to the deadline and payment dates. Failure to maintain payments may result in your child being withdrawn from the trip, however you will still be liable to pay any costs incurred to date.</p> <p>Should your child be unable to attend or withdraw from the trip, you will still be liable to pay the charges detailed in the initial visit letter, unless we can recover funds from all third parties involved or unless reason for non attendance falls within the insurance policy.</p> <p>As we will be assessing the viability of a trip based on the reply slips we receive, we cannot guarantee that we will be able to accept a child on a trip after the initial deadline has passed. All Payments should be made by ParentPay or PayPoint.</p>
<p><b>EMERGENCY CONTACT NUMBER</b></p>	<p>A supervising adult on the visit will have a school mobile phone with them. We ask that you only use this number in the event of an emergency. The School Visit Mobile Numbers are 07913 185743 / 07508 742494 / 07754 808229.</p>
<p><b>FINANCE</b></p>	<p>The school follows the guidance set out by the DfE in relation to charging for school activities.</p> <p>Where the school cannot levy charges for activities it will ask for voluntary contributions for activities during the school day which entail additional costs, however parents are under no obligation to make any contribution towards these costs.</p> <p>Any contributions made in respect of individual students will not exceed the actual cost of providing the activity, divided equally by the number of students participating. It will not include any element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full voluntary contribution.</p> <p>No student will be prevented from participating because his/her parents cannot make a contribution. However, where the costs of activities cannot be met from voluntary contribution the school reserves the right to cancel the activity.</p> <p><i>There is an expectation by the school that you will make full contribution, however if you are unable to fully contribute you are invited to contact the Business Manager in confidence. Contact needs to be made prior to the reply slip deadline date for the visit.</i></p> <p>Charges can be made for activities where more than 50% of the time spent on the activity is out of school hours and where the activity is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school or is part of religious education.</p> <p>With regards board and lodgings any parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of the board and lodging:</p> <ul style="list-style-type: none"> <li>• Income Support (IS);</li> <li>• Income Based Jobseekers Allowance (IDJSA);</li> <li>• Support under part VI of the Immigration and Asylum Act 1999;</li> <li>• Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040 (Financial Year 2009/10);</li> <li>• The guarantee element of State Pension Credit; and</li> <li>• An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.</li> </ul> <p>If you fall into the above category you must send a copy of the relevant document mentioned above with the reply slip for the visit, we cannot accept documents after the deadline date given on the visit reply slip.</p>

<b>FREE SCHOOL MEALS</b>	Where possible for those students on free school meals we will provide the option for them to be provided with a packed lunch when they are participating in a school visit. For trips that fall into this category there will be a section on the reply slip for you to complete.
<b>INSURANCE</b>	All students will be covered by insurance arranged with ACE Europe through Trafford Council. The excess on the policy is £15 which is payable by yourselves should the need to make a claim arise. If you require a copy of the policy please refer to the School Website or contact Reception.
<b>Passport &amp; EHIC Requirements</b>	<p>Your child will require their own passport for any school visit abroad. Please ensure that the passport is valid until after the return date of the visit. For any student who has a non UK passport please contact the visit leader asap.</p> <p>All students (if travel is within Europe) should have a valid EHIC (European Health Insurance Card), you can find further details about this card at <a href="http://www.ehic.org.uk">www.ehic.org.uk</a>. You will be required to send a copy of your child's passport and EHIC card into school.</p> <p><b>Travelling to America</b></p> <p>Students will need to complete a Visa Waiver Form (ESTA – Electronic System for Travel Authorisation). Only people described as a “British Citizen” on the photo page of their passport qualify to enter the US under the VWP. To enter the USA under the Visa Waiver Programme (VWP) your passport must contain a machine-readable zone (MRZ). At the foot of the photo page. The MRZ contains 2 lines of text as letters, numbers and chevrons (&gt;&gt;&gt;). If the area is blank the passport is not machine-readable and you need to apply for a visa.</p> <p>The new style passports containing a biometric chip and an MRZ are acceptable for VWP. From 8<sup>th</sup> September a charge was implemented for the Visa Waiver Application of \$14. You can apply for a ESTA at <a href="https://esta.cbp.dhs.gov">https://esta.cbp.dhs.gov</a>. You only need to complete the fields with the red stars, you do not need to say what airline your child will be flying with or where they will be staying. The ESTA application is valid for two years and multiple trips to the USA during this period.</p> <p>Once you have gone through the above process and you have been given authorisation, you are able to print out the approved authorisation form. You need to send a copy of this form into school, to the Visit Leader as proof of completion.</p>
<b>PHOTOGRAPHS &amp; VIDEO</b>	Permission/refusal for photographing and videoing students was obtained via the data collection sheet in September. If your decision has changed since then please contact the school office.
<b>TRANSPORT</b>	The Government brought in new seat belt and child restraint legislation in September 2006 that requires all children in cars, cans and other goods vehicles to be carried in an appropriate child restraint (e.g. booster seat) from birth until either they are 135cm (4' 5") tall or have reached the age of 12 years of age (whichever comes first). Young people above the age of 13 or over 135cms tall must use a seat belt.