

SCHOOL TRIPS, ACTIVITIES AND EXPEDITIONS
KEY INFORMATION FOR PARENTS / CARERS AND STUDENTS

At Okehampton College we firmly believe in education outside of the classroom and we offer our students a wide range of trips, visits and expeditions throughout the academic year. This could be anything from an educational visit to the Eden Project to an exhilarating trip to the USA.

Students are encouraged to take part in extra-curricular activities as it allows them to enhance their learning through developing social, leadership, and teamwork skills.

All school trips and activities are organised in accordance with Devon County Council guidelines and all academies in the Trust follow the Trust's Outdoor Education, Visits and Off-Site Activities Policy. You can view this policy on the Trust's website or by clicking [here](#).

To ensure all trips and visits are a success we have outlined the expectations that should be met by parents and carers:

- All correspondence for trips will be sent to parents via SchoolGateway. Parental consent for all trips must be given via their child's online SchoolGateway account, therefore it is essential that all parents activate and regularly check their child's SchoolGateway account and ensure that the college have the correct email address for you on record. You can login to SchoolGateway by clicking [here](#)
- It is parental responsibility to ensure that all records are up to date for your child in the event of a medical emergency. Please use SIMS parent to ensure that we have the correct medical details and dietary information for your child as well as emergency contact numbers. You can login to SIMS parent by clicking [here](#). If your child needs to take medication during the visit or on a residential trip you must complete a Medicines Administration Form which you can download [here](#). This form should be returned to the curriculum support office at least one week prior to the trip departure date.
- Payment for trips should be made via your child's online SchoolGateway account at the stipulated time set out in the initial correspondence provided. Please be advised that students will be taken off a trip if full payment has not been received prior to departure. The college no longer accept cash or cheque, however we are able to print a PayPoint voucher for use in a store that displays the PayPoint symbol. Your child should collect this voucher from the curriculum support office.
- Where we request a voluntary contribution for the cost of an activity or trip, we may need to cancel the activity or trip if the voluntary contributions don't meet the cost, but we will let you know if this is the case. Please refer to our Charging and Remissions Policy on the Trust's website by clicking [here](#).
- We advise that parents / carers ensure their child is enthused and motivated by their chosen trip or activity, especially where there is a considerable financial commitment, once parents have made payments we cannot guarantee any refund if your child changes their mind, especially where the college have already made payments to suppliers that cannot be refunded.
- If your child is in receipt of Pupil Premium, you may be able to use this to support the cost of the trip, your request for Pupil Premium must be in writing, and therefore we suggest that you email your request to the curriculum support office in the first instance.
- All students must adhere to the college code of conduct and behave in an acceptable manner at all times whilst on a trip, visit or activity, the same expectations we have of them whilst in college. Behaving in a persistently or grossly unacceptable manner may result in the person concerned being returned home at the expense of the parents. This decision is at the discretion of the trip leader in consultation with one of the school's senior managers. The school's decision will be final.
- Parents are required to accept responsibility for any damage or costs incurred by their child's misconduct and any claims made by a third party against a student or the school as a result of these actions must be met by the parent

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Curriculum support office contacts for parents / carers:

Mrs Lisa Thompson - lthompson@okehamptoncollege.devon.sch.uk

Mrs Jackie Stevens - jstevens@okehamptoncollege.devon.sch.uk

Student Expectations:

To ensure everyone taking part in the trip has a safe, enjoyable and positive experience it is necessary for students to fully understand their responsibilities.

Students remain under the jurisdiction of the college during any trip or visit, adhering to the college code of conduct at all times, this can be found by clicking [here](#).

- Students are expected to behave in a sensible, responsible and courteous manner at all times, to ensure a safe and enjoyable experience for all members of the group and for members of the public
- Follow instructions of the trip leader and other staff members at all times
- Students should never deliberately put themselves at any unnecessary risk
- Inform a member of staff of any safety concerns
- Any damage incurred by students will be the financial responsibility of parents.