



## CHARGES & ADMINISTRATION FOR VISITS & TRIPS

### Charges and Payment

- **Policy:** In line with our Charging and Remission Policy, all trips enhance and enrich learning. However, they are not 'an activity required specifically by the syllabus for a public examination or to fulfil a statutory duty relating to the National Curriculum.'
- **Compulsory Payment:** As trips and visits are additional to the curriculum, payment is not voluntary.
- **Consent and Payment Agreement:** Signing a permission slip signifies agreement to pay the full cost of the trip before it takes place.
- **Potential Cost Adjustments:** There may be a slight increase in the original cost if participant numbers reduce due to non-payment or late permission submission.
- **Payment Reminders:** Only one reminder will be sent to chase permissions and payments.
- **Payment and Permission Deadline:** A clear deadline for permission and payment will be set, typically 10 days before the trip. If this deadline is missed, the child(ren) will not be able to participate in the trip.
- **Refunds:** Refunds will only be considered in exceptional circumstances, at the discretion of the school.
- **Subsidies:** Where financial hardship is an issue, parents may contact the school in confidence to discuss potential support options.

### Appendix II: Parents Transporting Children

To help reduce costs for parents (e.g., cost of coach transport to Comberton Village College = £300 minimum), we successfully use parent volunteers to transport children to local events.

#### Parent Volunteer Driver Agreement

Parent volunteers who transport children must sign an agreement confirming:

- **Valid Licence:** They hold a current, valid driver's licence.
- **No Driving Ban:** They have not been banned from driving for any period in the past 10 years.
- **Roadworthiness:** Their vehicle is roadworthy and holds a current MOT certificate (if required).
- **Valid Insurance:** They hold a valid, current insurance policy that covers the transport of passengers.
- **Compliance with Road Laws:** They will abide by all aspects of the Highway Code and laws governing driving and road use.

#### Duty of Care Responsibilities

By signing the agreement, parent volunteers confirm their understanding of their duty of care, including:



- **Seatbelt Safety:** Ensuring all children wear seatbelts or use booster seats throughout the journey.
- **Supervision:** Ensuring that an adult is never alone with an individual child (except their own child).
- **Safe Entry and Exit:** Overseeing the safe entry and exit of all children from the vehicle.
- **Following Trip Leader Instructions:** Adhering to all instructions and safety guidance given by the visit leader.
- **Personal Suitability:** Confirming they know of no reason why they should not be responsible for the temporary care of the children they have agreed to transport.

A thorough checking system is in place, and each Parent Volunteer Agreement will be reviewed annually to ensure continued compliance. This process reassures all stakeholders that child safety remains a priority.

By using parent volunteers, we are able to extend the range of local opportunities available to enrich the curriculum while keeping costs manageable for families.