



HITCHIN BOYS' SCHOOL
An Academy Trust

DIW/ajp

16 September 2016

Dear Parents/Guardians

SCHOOL TRIPS

At Hitchin Boys' School our students are fortunate to be offered a wide ranging trips schedule each year which includes UK and Overseas residential trips and a variety of Day Visits within the UK.

I would urge parents to think very carefully when applying for a place on a School Trip and would remind parents that the School is bound by the same penalty clauses for withdrawing/cancellation as you would be when booking a private holiday with a Tour Operator. If your son withdraws from a trip, unless we can get a replacement, you will be liable for all costs associated with the trip. The amount of the liability will be dependent on the time of cancellation from the departure date. The exception to this would be if you are in receipt of a Doctor's certificate which precludes your son from attending the trip when a claim to the insurance company could be made.

The School is not in a position to pay tour operators in advance. The School pays invoices once we have received money from parents. It is imperative that you adhere to the payment schedule which is set up to not only help spread the cost for parents, but to ensure the school has enough money to pay the tour operators when invoiced without incurring additional costs and penalties.

The following processes are in place when a trip is advertised:

- An initial expression of interest letter is issued asking for replies by a specified date. This is sent electronically and these letters are always uploaded to the school website under the Letters to Parents section. Copies are always available via Reception. At this stage we may sometimes ask for a cheque to accompany the application if it is time critical.
- Once expression of interest replies are received, if the trip is oversubscribed a draw will be held for places. Those unsuccessful will be placed on a waiting list. A separate draw is then made for the order of places on the waiting list.
- A confirmation of a place letter is then sent to those successful applicants asking for an immediate deposit and outlining the payment schedule for the remaining balance to be paid to the School. **Receipt of this letter means that you are now committed to the trip and the deposit once paid is non-refundable.** The School reserves the right to reallocate places on a trip where the deposit has not been paid by the deadline date.
- Instalment reminder letters are sent electronically normally a week before they are due.
- Full payment for the trip must be made before the travel date.

Head Teacher: Mr M Brown

National Support School
designated by



National College for
Teaching & Leadership

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- At the time of travel your son will be required to have a valid passport and an EHIC (European Health Insurance Card). Travel insurance is included in the price of the trip but if your son has a medical condition that may be of concern then it is the parent/guardian's responsibility to seek medical advice from their G.P. or medical practitioner to ensure the student is fit to travel. If there is a concern you will need to ask for confirmation in writing from your practitioner; this should be retained by you should a claim arise. Failure to do this may make the claim void in which case medical expenses/repatriation will be at the parent/guardian's expense.
- Parental consent medical forms for residential trips are sent for reviewing, signing and returning to school several months before the trip. These forms are extremely important and form part of our submission to Herts County Council for approval for the trip, and should be returned promptly as your son will be unable to travel without this form being received.
- Copies of Passports and EHIC cards, if necessary, will be requested in good time to enable Advanced Passenger Information to be collated and sent to the Airline.
- An information meeting will always be arranged for residential trips before departure and parents are urged to attend to gain valuable information regarding the trip.
- Should you require financial assistance for a trip you should write to me, the School Business Manager, in confidence. We are unable to offer financial assistance for non-curriculum trips.
- The School reserves the right to withdraw a student from a trip if their behaviour in school is deemed unacceptable.

Mrs Phillips is the School Trips Coordinator and should be the first point of contact for queries, she can be reached via email aphillips@hitchinboys.co.uk should you have any concerns.

Yours faithfully

Mrs D Ivory-Webb
School Business Manager