HARROGATE GRAMMAR SCHOOL
EXCELLENCE FOR ALL

RED KITE
LEARNING TRUST

General Trip Information

Payments for trips

All trips need to be paid for via the Arbor Parent Portal or App. Please click on Trips to view the trip, confirm consent (if applicable) and make payment.

Cancellation policy

For trips booked through a reputable travel agency, withdrawing your child from the trip incurs a tiered cancellation penalty charge. This means that in the event of any cancellations not caused by the school or travel company, these costs will be passed on to the parent/carer unless a suitable replacement is found.

Refunds

A full refund will be issued if one or more of the following criteria are met;

- no bookings have yet been finalised
- a replacement to attend the trip can be found
- the school makes a successful insurance claim on your behalf (amount refunded depends on total received via insurance)
- extenuating circumstances arise and a refund is agreed by a member of the School's Leadership Team.

If the criteria for a full refund is not met, then a partial refund may be issued depending on what costs have already been incurred, a breakdown of which can be given on request.

Emergency contacts

Please note that the emergency contact and medical details on Arbor will be used for this trip. Please ensure all the information is up to date. Any changes can be made via the Arbor Parent Portal or App.

Disclosure is unlikely to affect the opportunities for your child to participate in this visit and associated activities, and the information may be essential to allow the Visit Leaders and any specialist activity leaders to manage your child's participation safely. Information will only be shared with relevant parties and used for the duration of the visit.

Administering of non-prescription medicines

During the course of external trips and visits, it may be necessary to administer non-prescription medicines to your child. These include:

- Paracetamol
- Ibuprofen (please provide written advice for the use of this if your child is asthmatic)
- Immodium (loperamide)
- Antihistamines (oral or cream)
- Salbutamol inhaler (for a known case of asthma in an emergency)
- use of a 'spare' adrenaline auto-injector (AAI) given in an emergency if your child is at risk of anaphylaxis and their own prescribed AAI cannot be administered correctly without delay
- Plasters

Please contact HGSfinance@hgs.rklt.co.uk if you **DO NOT give permission** for any of these non-prescription medicines to be given to your child, should the need arise.

Expectations

Students on the trip will be representing Harrogate Grammar School. We expect all students to conduct themselves respectfully, in line with our school values.

A review of behaviour will take place two months prior to departure and should your child's behaviour fall short of these standards, then they may be withdrawn from the visit. Any serious breach of our expectations after this point could also result in a student being withdrawn from the trip.

Any misconduct on the visit will be dealt with and may lead to possible further sanctions upon return to school, including the possible removal of the student from any future trips.

Electronics

We would ask you not to allow your child to take expensive items such as electronic devices on trips. In the event that your child does have such items then the care of those items remains their responsibility.

The school has a Risk Protection Arrangement for school visits and trips. A full electronic copy of this is available upon request. This provides limited insurance in respect of theft, damage or loss to property. If it is not sufficient to cover your child's property, then you may wish to arrange your own insurance.

In the event of any loss, theft or damage your child needs to notify the Visit Leader immediately so that the matter can be reported. Failure to report the matter is likely to lead to any compensation being refused.

In the event that the school insurance policy does not pay a claim made in respect of your child's property the school does not accept responsibility for any loss. The school also cannot reimburse you in respect of any insurance excess.