

# King Alfred's Academy

## Local procedures for educational visits

Please read in conjunction with the [Educational Visits Policy](#)

### Withdrawal from a Trip

#### Medical Conditions

If a student has a medical condition that means they are not able to attend the trip, a doctor or hospital note will be required. The matter will then be referred to the Insurance Company for a refund. The Insurance Company's decision is final and the Academy cannot be held responsible for monies not refunded. Students with mental health needs must be 'fit for travel'. For internal led trips (led by King Alfred's Academy) then both the school and parents must give permission and confirm the student is able to partake in the trip. For external led trips (led by outside organisations), a 'fit for travel' must be obtained via CAMHS both when booking the trip and 7 days prior to departure. Both internal and external organisations must conduct an appropriate risk assessment ahead of travel. The headteacher must always ensure the wellbeing of others taking part on a school trip is accounted for and therefore has the right to remove any student if he/she deems the student's attendance will have a detrimental effect on others.

#### Behaviour and Attendance

Visits require students to be able to follow instructions, behave in an appropriate manner at all times and to keep themselves and others safe. The Academy therefore requires students to demonstrate before and during an educational visit, that they can behave in a safe and appropriate manner. If the Academy has any reason for concern, a meeting will be arranged with parents/carers to discuss viability of attending the trip. Ultimately, if a student is unable to follow the [Behaviour Management Policy](#) and any associated local behaviour procedures, the Academy reserves the right to remove the student from the educational visit. Whilst every effort will be made to back-fill a vacated place, monies will only be refunded if a replacement is found. Any deposit paid will be non-refundable.

Attendance must be good for a student to be allowed to miss any teaching and learning which a trip will impact upon. Therefore, if a student's attendance has dropped to a level that the Academy deems may have an impact on their education, with the exception of medical reasons which would be taken into account, they may not be able to attend. The trip leader (or appropriate staff) and Attendance Officer will meet with parents/carers to discuss attendance concerns and if necessary, put an agreement in place before attendance on a trip is authorised.

#### Change of mind

If a student changes their mind and no longer wants to attend a trip they have signed up for, there will be no refund of payments made unless a replacement can be found. Any deposit paid is non-refundable.