



Urmston Grammar

Payment Agreement & Residential Trip Guidance

Urmston Grammar School firmly believes that educational trips and visits form an important aspect of students' academic education and personal development. For this reason, we aim to offer students with a range of opportunities to extend their learning beyond the classroom during their time in secondary school.

There is a financial cost for the majority of school trips and visits. This document is for Parents and Carers to clearly communicate Urmston Grammar School's expectations regarding payment for educational trips and visits. This document also outlines the school position regarding arrangements for residential trips and visits.

Pupil Premium Funding and 16-19 Bursary

Some students in Year 7-11 qualify for 'Pupil Premium' funding, and some students in the Sixth Form qualify for the 16-19 Bursary. Payment for many educational trips and visits **cannot** be from this funding. Where Pupil Premium or 16-19 Bursary funding **can** be used to cover the cost of an educational visit, it will be clearly indicated in the letter providing details of the trip.

Day Trips

For single-day trips it is expected that payment is made in full when signing up for the trip. Once payment is made and a place is confirmed, if a student withdraws from the trip a refund will only be provided if the place can be filled by another student.

Residential and International Trips

Residential and international trips are, by their very nature, more expensive. For this reason, payments are typically spread over multiple instalments.

After a place is confirmed on a trip for a student, by paying the initial deposit parents/carers are agreeing to meet the payment schedule as outlined in the trip letter. It is particularly important that the final balance is paid as per the date indicated as this will align with when Urmston Grammar School must make final payment to the trip provider/tour operator. In the event that the final balance for a student is not paid by this date, any late payment fees the school receives from the tour operator will be passed on to the relevant parent(s)/carers(s). Any students who have not paid in full before the last full school day before the trip departs will not be allowed to attend and will not receive a refund unless the reason for withdrawing from the trip can be claimed on the school travel insurance.

After any payment(s) towards the cost of the trip are made, if a student withdraws from the trip, a refund will only be provided if the place can be filled by another student. Where there are no students on the trip waiting list, or the student withdraws only shortly before the trip departs, this may mean any payments already made are forfeit.

If, after any payment(s) towards the cost of the trip are made, a parent/carer finds the remaining cost of the trip is not manageable, please contact the school as soon as possible to discuss whether spreading payments over a longer timeframe is viable (though full payment will still be needed before trip departure). If this is not feasible, the student's place on the trip will be withdrawn and any payments already made will be forfeit unless a replacement can be found. For this reason, it is recommended to raise any issues regarding payment as soon as possible to minimise the risk of payments being forfeit.

Residential Visits - Rooming

On all Residential Visits which involve students staying away from home for one or more night, students will be roomed based on their biological sex. This means students who identify as transgender, or are gender-questioning will still be roomed with other students with the same biological sex. This also applies to tent groups when a trip or visit involves camping.

In exceptional circumstances it may be possible for a student to have their own room, but this will be dependent on a range of factors including, but not limited to, the nature of the accommodation, the availability from the accommodation provider and the number of places available on the trip. Such arrangement cannot be guaranteed in any trip.

International Trips & Visits

Urmston Grammar School routinely leads international trips countries in Europe as well as further afield. In such instances the guidance issued by the school regarding travel arrangements will be for students who have British citizenship, and who hold a standard British/UK passport.

For any students who intend to participate in international trips, but who do not hold British Citizenship and/or hold a non-British/UK passport, it is the responsibility of the parent/carer to ensure that all necessary passports/visas/documentation required for safe and legal travel abroad are in place. This includes, but is not limited to:

- Checking the entry requirements to the country in question
- Applying for and obtaining any necessary visa(s)
- Checking and confirming right to return to the UK

In the event that a student is unable to travel due to incorrect or missing travel documentation, refunds for any deposits will only be made if the place can be filled by another student. As such occurrences typically only occur very shortly before travelling, the chance of this happening is unlikely.