

# St Dominic's Sixth Form College



## Educational Visits Procedure

*St Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.*

All trips requests must be agreed in principle by the Education Visit Co-ordinator (EVC); currently Angela Inglese (AMI). This should be via email and all requests must include:

- destination;
- trip duration (including dates)

### Forms for Completion

Once the trip has been approved in principle, the Trip Organizer must complete the following and forward all paperwork to the Finance Director:

We have one form which includes all the following pages:

**Educational Visit Information Form (EV1), Financial Viability Form (EV2), Risk Assessment (EV3) and Educational Visit Staff Notification (EV4)** (to be completed as soon as names are known).

(The EV2 might not be applicable to all visits please draw a line through it).

**The forms below are needed only if ParentPay is not being used or the trip is abroad as relevant:**

**EV5 – Parent / Guardian Consent Form** (This can be omitted if you request for consent on ParentPay for UK day trips)

**EV6 – Over 18 Student Consent Form** (This can be omitted if you request for consent on ParentPay for UK day trips)

**EV7 – Checklist of Information to Parents / Guardians** (All residential and trips abroad)

**EV8 – Educational Visit Evaluation Form**

**EV9 – Remote Supervision** (This can be omitted if requesting on ParentPay for UK day trips)

**NB:** The ratio for students/teachers in UK is 20:1 and abroad 10:1 (for overseas trips with less than 10 students it is advisable to take 2 members of staff).

**NB:** The College has full travel insurance for all UK and overseas trips.

We are part of the Transport for London School Party Travel scheme which allows free travel on London Transport when booked 14 days in advance. Please arrange this direct with Reception once the trip is approved.

### **Trips Procedure**

1. All trips **must** be financially viable and risk assessed and approved by the Director of Finance (Tom Colgan - TMC), or in his absence the Finance Manager (Debbie Browne - DCB).
2. Once the trip has been authorized the forms will be sent to the EVC for final approval.
3. The EVC will check the trip does not clash with any academic or tutorial activities and email approval to the trip organizer and the Finance Officer (EMD) and the Principals PA (VK)
4. The EVC will pass forms to VK for trip details to be added to the College diary.
5. VK will pass all forms to the Finance Office for trip information to be set up on ParentPay.
6. Once student names are known it is the responsibility of the trip organizer to complete the EV6 and pass to EMD and announce the trip at staff briefing at least one month in advance.
7. EMD will pass a copy of the completed EV6 to Reception for their records and for them to put a copy in the staff room.
8. All trip documentation will be retained by Finance.

### **Letters to Parents**

These can only be sent to parents once the formal confirmation email has been received from the EVC. Letters must include:

- full details of the trip; and
- all costs including deadlines for payment

### **UK Visits:**

Day conferences / trips are payable by the deadline in one payment. Refunds are **not** given once a place has been paid for by the College. The trip organizer can, at their discretion, transfer students.

### **Overseas Visits**

All overseas trips are paid by instalments as agreed with the Finance Officer on setting up the service. The initial deposit to secure the place must cover any deposit made to the Travel Company/airline by the College. All deposits are **non-refundable**.

For 2<sup>nd</sup> year student overseas trips taking place in the October, payments **must** be made in full by the last day of the summer term.

**NB:** The suitability of all students for trips taking place in their second year **must** be checked as the College is exposed to a financial loss if the student does not qualify to return to College.

### **Foreign Currency:**

The Trip Organizer must inform Finance of any sterling or currency requirements at least two weeks before the trip.

### **Behaviour on Trips**

All residential and overseas trips will be subject to a behaviour bond payable in advance. The College policy on student behaviour **must** be given in writing to students and their parents. Payment for the bond will be collected separately on ParentPay.

Behaviour bonds will only be refunded after Finance has received a refund request from the Trip Organiser.

**Post Educational Visit**

The evaluation form EV8 must be completed by the trip organizer and given to the EVC. It will then be filed with all completed trip paperwork in Finance.

Following excursions, an article (with photos) should be written and forwarded to [klp@stdoms.ac.uk](mailto:klp@stdoms.ac.uk) and [st@stdoms.ac.uk](mailto:st@stdoms.ac.uk) for inclusion in the College Newsletter and College Website.