



KINROSS HIGH SCHOOL

LEARNING TOGETHER ♦ ACHIEVING TOGETHER

School Trips and Excursions

10 August 2022

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OVERVIEW

This operational guide supplements the PKC guidance on [Planning, Managing and Evaluating your Excursion](#) and aims to provide trip leaders with guidance on where to start when they are thinking about going on a trip as well as hints on tips on managing the finance for the event.

BACKGROUND

Not all learning happens in the classroom. Trips and excursions provide an opportunity for young people to extend and apply their learning as well as developing a positive ethos and relationships. These are underpinned by our core values of:

- Ambitious
- Compassionate
- Responsible
- Resilient

Excursions can include representing the school in competition, enhancing classroom learning as part of a course, developing language skills abroad or a cultural experience such as a theatre trip.

Our Excursion Offer

Universal excursions

From 2022, a core trip experience will be offered to young people as follows:

Stage	Excursion	Example
S1	1 day excursion/interdisciplinary experience	Willowgate
S2	1 day excursion/interdisciplinary experience	Growing up with Loch Leven
S3	Residential Experience	Exchange visit Theatre Trip
Senior Phase	Subject specific (required for a qualification)	1 day Geography Field Trip
Transition Experiences	Tailored excursions to support transition	Meaningful May (senior pupils not entitled to study leave)

All young people will have the opportunity to participate in a universal offer experience as part of their learner journey at Kinross High School. Our pupil support teams will review

participation and families who may require financial assistance for the trip should have a discussion with their child's guidance teacher.

Optional Excursions

In addition to the universal trip offer, optional excursions will also be proposed which could include a sports fixture, representing the school in a competition or a leisure/cultural experience such as a ski trip.

Where possible this type of trip will fall outwith the school day or during a holiday period. Only where the unique timing of the event is during the day will this be considered.

Financing a school trip

We aim to provide a range of experiences for young people that will vary in cost. To help families plan for this, any trip costing more than £500.00 will be launched in one academic year, and it will run the following school year.

Any trip costing £25 or less will be paid in a one-off instalment.

Families can apply for assistance with help towards a trip in the universal offer if they are in receipt of free school meals or clothing grants. Assistance with the cost of trips is funded by monies raised, for example, through the 300 club and is governed by the School Fund Committee.

Families facing financial difficulty and may need a little longer to pay for the excursion should contact their child's house team in the first instance.

Where possible trip leaders will look for funding to support their trip or excursion to reduce the overall cost.

Keeping up to date with payments

All contributions to trips costing more than £25 will be collected by instalments and the trip leader will provide you with a timeline of when these are due. If you are unable to make payments on time you are at risk of defaulting your child's place on the trip and losing any money that can't be refunded.

Refunds

We understand that on some occasions, your young person may not be able to participate in an excursion you have signed up for. Kinross High School acts as an 'agent' for school trips and you will be bound by the booking terms and conditions of the provider/agency. Therefore we will only be able to refund your portion on the trip that is refunded to the school.

Planning, Managing and Evaluating a School Trip

Trip leaders will plan their excursions in line with the PKC guidance on Planning, Managing and Evaluating a school trip.

Before booking a trip, they will seek outline authorisation in school and parents/carers will be invited to record their child's interest by completing the consent form and paying the full trip amount (if less than £25) or the deposit.

Perth and Kinross Council uses a national system 'evolve' to manage their excursions. This helps trip leaders ensure that their excursion complies with the PKC guidance arrangement and is also the mechanism for gaining full authorisation for the trip.

Insurance

Trip leaders will ensure that any travel companies used are ABTA/ABTOL protected if travelling abroad.

Insurance is provided for each person going on the trip covering through the Council's insurance policy and more information on what is covered can be found [here](#) unless insurance is included as part of the package price from a travel provider.

Risk Assessment

Trip leaders will ensure that a written risk assessment has been completed for the excursion and under **DDA** will make reasonable adjustments for participants with additional support or medical needs whilst maintaining the safety of everyone in the group.

A separate risk assessment may be required to address specific additional risks to the participant and ensure that additional control measures are included as part of this process.

For more information please [click here](#)

If you require further information about this policy, please refer to our website:

[Kinross High School – School Trips](#)

[Trips and excursions - Perth & Kinross Council \(pkc.gov.uk\)](http://pkc.gov.uk)

