



## PORTLAND PLACE SCHOOL

### School Trips - Terms and Conditions

#### Trip Letters

The trip letter may be sent by Royal Mail to parents, sent home via the pupil or sent to an INTOUCH email message.

#### Billing

Upon receipt of the signed permission slip, the school will add the cost of the school trip, as quoted within the relevant trip letter, to the next bill (school fee invoices are issued each half term). This is the only means of payment. Neither cheques nor cash will be accepted. Upon receipt of the signed permission slip, charges for trips are due to be paid in full; **credits or refunds will not be possible.**

#### Overnight Trips

The Medical Consent Form which is sent to parents, for completion with the pupil's Offer Letter shall provide information regarding allergies (food or otherwise), medical conditions and any information considered relevant to the safe care of a pupil at school or away from school whilst in the care of the school's representatives. It is the parent's responsibility to inform and update the school of any changes in writing.

#### Behaviour and Discipline

Normal school rules apply. A copy of the current version of our Behaviour Policy can be accessed on our school website

#### Clothing

The trip letter will serve to inform parents of any specialist clothing which may be required for a trip i.e. comfortable walking shoes/boots, waterproof clothing, thermals etc. It is the responsibility of the parent to ensure that the pupil attends the trip fully equipped as per guidance re clothing from the trip letter.

#### Travel Documents

The trip leader will either send a final information letter which will notify parents of the date travel documents should be brought into Portland Place (where they will be securely stored until the day of travel) or request that the travel documents are brought into PPS on the day of travel.

Please note that if travel documents are not provided the cost of the trip will remain due to be paid in full.