



Terms and conditions for offsite trips and visits

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List of available trips

At Exeter School we operate about 150 trips per year, ranging from trips to local museums to overseas expeditions. Most trips are available only to one or two year groups. We maintain a list of planned residential trips for the senior school to help parents with financial planning, and this is generally shared in January ahead of the next academic year: [Trip overview academic year 25-26.docx](#).

Applying for a place

Information about trips is usually sent to parents via MySchoolPortal (MSP). To apply for a trip you will normally log in at: <https://exeterschool.myschoolportal.co.uk/login> where you will pay and give permission for the trip. In the unlikely event that payment cannot be made on the website, our accounts team can provide details for sending a bank transfer. We are unable to accept cash or cheques for trips. Please note that sending payment is not a guarantee of a place. Some trips are oversubscribed and if we are unable to find a place for your child, we will of course refund your payment. Allocation of places depends on the nature of the trip but is usually done randomly on a 'names out of a hat' basis. We never use a 'first come first served' basis as we recognise that parents have busy lives and this may not be practicable, but priority is given to pupils who are signed up within the deadline.

Instalments

For more costly trips we normally split the cost into a number of instalments to spread out the amount parents have to pay at one time.

Please note that once you have paid the deposit and the trip leader has confirmed your child's place, **you are liable for the full cost of your child's place on the trip.**

We reserve the right to withdraw a child from a trip when an instalment deadline has been missed. Refunds of amounts paid to date will depend on the place being filled by another child. Please contact our Bursary if you are finding it difficult to meet payment deadlines, as they may be able to help: fees@exeterschool.org.uk

Financial assistance

If your child is on a bursary, we may be able to offer financial assistance for compulsory school visits, such as field days or geography fieldwork trips, language exchanges and trips involving the whole year group. A bursary place does not guarantee financial support. Please contact the finance department on fees@exeterschool.org.uk if you wish to discuss this matter.

Cancellation of a place

Should you need to cancel your child's place on a school trip, please let us know as soon as possible. Where possible we will refund monies you have paid for a trip, particularly if we are able to find another child to take the place, but please bear in mind that this is not always possible. If we cannot fill the place you will be liable for the full cost of the trip. Cancellations made within a fortnight of a UK trip, or within two months of a trip abroad, are too late for us to seek another pupil to fill the place.

All trips are covered by our school insurance and so, depending on the reason for the cancellation, monies may be recovered through this. Please see the section on insurance for more information regarding this.

Risk management

As you would expect, the school conducts thorough risk assessments for every trip and these are signed off by a deputy head. We also ensure that trips are suitably staffed and adventurous activities are led by experienced instructors with suitable qualifications.



Supervision

As pupils get older and gain more experience, they are encouraged to take greater responsibility during school trips. This might include helping to plan certain aspects of a visit and developing a strong understanding of how to keep themselves and others safe. In line with this, older pupils may not always be directly supervised by a teacher at every moment. There may be parts of the trip where they are under *remote supervision*—that is, moving in groups, remaining in contact with staff, but not physically accompanied. This is carefully planned and risk-assessed and is a common and valuable part of developing independence. Well-established activities like the Ten Tors Challenge and Duke of Edinburgh expeditions are good examples of this approach.

Behaviour

A high standard of behaviour is expected of pupils on school visits. School rules and behavioural expectations continue to apply during school trips and in addition pupils must observe UK law and the law of the country they are visiting. If a pupil disregards this, it may be necessary for the school to require the pupil to return home, with any additional transport costs being met by the parent. In the senior school, parents are required to sign the trips code of conduct on behalf of their child at the beginning of the year, and this is accessible here: [Trips code of conduct annual agreement.docx](#)

Validity of passports and visas

Passports must be valid for at least six months after the date of the trip.

Rules vary depending on the country but children who are not UK or EU citizens are likely to need to obtain a visa to enter the specific country being visited, and this is best obtained several months in advance. The process is lengthy and requires multiple documents in support. Pupils may have to go to a visa centre in person with their parents, for an interview and to have their fingerprints and photos taken.

UK citizens will soon need a visa to enter to European Union (the ETIAS system), but as yet the visa scheme has not been launched (expected October 2026) a visa is not required.

It is the parents' responsibility to ensure their child has the correct documentation to travel. If unsure, the UK travel advice website is a good starting point: <https://www.gov.uk/foreign-travel-advice>

Health and parental contact information

We keep an electronic database of all pupils, containing data relevant to their schooling, and including diet and health information, plus contact numbers for parents and carers. Staff organising trips will use this information, so if any details change, it is important for you to let us know as soon as possible. Please email your child's form tutor or the school nurse: VSF@exeterschool.org.uk

Parents whose children have a life-threatening allergy are also strongly recommended to make personal contact with the trip leader, in the weeks leading up to a trip, to confirm arrangements.

Please note, parents are particularly asked NOT to hand a piece of paper to a trip organiser with new contact numbers or other information on the day of departure! Lists of contact numbers are prepared a couple of weeks in advance and distributed to all staff taking part, and to the school's senior leadership team. A piece of paper handed in on the day of departure will not appear on these lists.



Consent forms

For local trips such as those part of the Friday8 programme, visits to local churches and the cathedral for school events, and for sports fixtures (other than those with an overnight stay), your consent is provided when your child joins the school.

For all other UK-based trips, electronic confirmation via MSP is sufficient to give permission for your child to take part.

Insurance

All our trips in the UK and abroad are covered by travel insurance including limited cover for lost possessions.

If you have to cancel a place on a trip due to illness or injury, you will be able to claim on that insurance, provided a doctor signs to confirm that your child was medically not fit to travel, and that they were fit to travel when you first booked the trip. If your child is ill or injured whilst on a school trip, medical treatment is covered until they are able to return home, together, if necessary, with the costs for a parent to travel abroad.

If you need to submit a claim, we will support the process by providing the necessary documentation. The outcome of any claim is determined solely by the insurance provider after their review.

If you have any queries, concerns or suggestions about trips, please contact the Deputy Head (Enrichment, Character and Community) at: BVR@exeterschool.org.uk