



# KINROSS HIGH SCHOOL

LEARNING TOGETHER ♦ ACHIEVING TOGETHER

# School Trips and Excursions

12 August 2024

AMBITIOUS ♦ RESILIENT ♦ RESPONSIBLE ♦ COMPASSIONATE



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## Background

At Kinross High School, trips and excursions are valued. For our young people, excursions:

- provide an opportunity to extend and apply learning;
- are a place to discover new interests and to learn new skills;
- contribute to developing and maintaining positive relationships and whole school ethos;
- develop responsibility and resilience in our learners.

This policy sets out how we aim to manage our excursions to maximise opportunity for young people, ensure equity of opportunity and affordability for families. It is designed to support as many trips as possible and to ensure that consistent criteria are applied to approve and organise trips.

The full PKC Excursion policy and procedures document can be accessed [here](#).

Our roadmap to help you plan your excursion can be found [here](#).



## Universal excursions

To ensure that all young people benefit from the excursion programme, some trips have been identified as being part of a universal offer. Such trips are planned annually as part of the school calendar and class cover during the school day is provided.

Co-ordination of universal BGE trips is provided by the relevant Year Team. While the trips will be used to promote our values, attendance in Universal Excursions is an entitlement. Individualised support and planning to remove barriers will be undertaken. House and Year teams will proactively monitor and support pupils to enable them to participate in excursions.

Equity funding is available for Universal Excursions to support families who qualify for FME.

The universal offer at Kinross High School includes:

Year Group	Excursion	Examples
S1	1 day excursion / interdisciplinary experience focusing on team building and transition.	Willowgate; Fordell Firs; GUWLL.
S2	Choice of <b>one</b> excursion / interdisciplinary experience.	Science Centre; pantomime; subject visit.
S3	Residential experience.	Foreign trip; London theatre trip; Alton Towers; Stratford-Upon-Avon; Hadrian's Wall.
All year groups	Required for qualifications or targeted intervention.  Transition events.	Geography field trip; critique of performance; S6 weekend; end of school away day.



## Optional excursions

There are several other excursions that are available as optional experiences. These include:

- Regular excursions e.g. sports fixtures, competitions, extracurricular and local trips.
- Excursions which are a cultural, leisure or provide an extended curricular experience.

Where possible all optional excursions should be planned outside the pupil day to ensure there is no impact on pupils attending their curriculum. Cover may be provided for regular trips, and this should be requested in the normal way. Such requests will be considered alongside other cover demands and calendar priorities.

Optional excursions will be considered between August and the February break, or during school holidays. Optional excursions will rarely be authorised immediately before and during SQA exams or at the start of the new timetable in May and June.

Equity funding is not available for optional excursions, but trip leaders can work with families to agree a payment plan if required.



## Things to consider when planning trips and excursions

### Affordability

To maximise the number of pupils who can participate in a trip or excursion it is important that families have time to plan their finances. Consequently, any excursion which costs more than £610\* must be planned over two school sessions. This basic cost must cover all required travel, participation tickets and, for residential trips, breakfast and one meal per full day of trip. Where these costs are not covered, the total cost of the trip with these expenses added must be no more than £610\* per paying pupil.

*\* £610 applies to session 2024/25. There will be inflationary level increases for future years.*

### Inclusivity

Optional trips are driven by pupil interest. Where trips are offered to a class or specialist section of the school, at least 50% of the targeted group should sign up for the trip. For trips offered to multiple year groups, at least 10% of two year groups should sign up and financially commit to the trip, i.e. 30 pupils.

### Value for money

It is important that the trip leader considers the value for money of any trip offered. This means that trip leaders should be confident that a trip offers the most cost-effective option for pupils. This will include getting at least two quotes for variable costs.

Staffing costs are paid by participants. Therefore, it is important that staff to pupil ratios are maximised. If the trip is residential, a minimum of two members of staff are required. This means that for a UK trip, the excursion should be planned based on a minimum of 30 pupils. For overseas trips this minimum is 16 pupils.

Where a trip requires additional staffing to meet the needs of a young person, the additional staff costs should not be passed on to other participants. The trip leader should apply for funding from the equity fund.



## Recruiting staff for trips

It is expected that trip leaders request notes of interest from all staff when organising a trip. Staff selection will include those staff with the appropriate skills for each trip. Where there are excess notes of interest, staff selection should ensure that some staff who have previously not been included in the trip are offered an opportunity to be involved.

Where a trip requires 3 or more members of staff, trip leaders should consider including non-teaching members of staff or adult volunteers.

## Cost to staff

The costs to individual staff participating in trips should be minimised. Staff should not be expected to pay for transport and entry costs to accompany pupils. These costs should be included in the basic pupil cost of the trip.

Where a meal is not provided and staff are unable to take a packed meal, an allowance of £5 per staff per meal, should also be planned as part of the basic cost of a trip.

## Additional activities within trips

There may be times when group leaders may consider adding additional activities within trips to meet the differing interests of participants. Where this is the case, the cost of these excursions should be budgeted within the basic cost guidelines for the trip for most participants.

## Working with partners

There may be rare occasions when trips are organised by partners e.g. CISS summer immersion course. In these situations, it is recognised that the Kinross High School trip leader may not have full control of timescales and budgets. Where this is the case, the trip leader should ensure that the partner organisation has clear policies to support young people where finance could be a barrier to participation.

## Approval of trips

- Initial requests considered by the DHT faculty link and against the operational needs of the school and criteria set out in this policy.
- All trips must be planned in line with [PKC Excursions Policy and Procedures](#) and using the online EVOLVE system. Our [Roadmap for Trip Approval](#) provides a short summary of expectations of trip planning.
- Any trip which has not received final approval via EVOLVE, should not take place.



## Financial planning

Trip leaders must ensure that the monies collected cover the full cost of the excursion. A financial record of income and expenditure for the trip must be published and refunds offered to parents where there are funds remaining.

Where the trip requires a hired coach, staff should have collected money from participants before booking to ensure the appropriate size of coach is ordered.

The full cost of the trip must be collected before the date where an excursion cannot be cancelled.

When agreeing to participate in an excursion, parents are liable for the full cost of the trip if cancelled after the final date it can be changed. For changes after that date, refunds can only be offered if an alternative participant can be found.

All trip correspondence relating to finance must remind parents about their liability.

Trip leaders should request regular financial updates from the school office on the lead up to their excursion.

Our [Process for Trip Payment Plans](#) is available to help trip leaders decide on their payment schedules. This document also contains wording to be included in letters so that liability for cost of the trip is clear in the event that a young person withdraws.

Trips where a contribution of £25 or more per person is required, the trip leader must provide a financial statement to parents/carers of young people participating in the trip.

## Keeping in touch during your trip

The Business Support team have a number of internet-enabled mobile phones that can be taken on your trip. You can reserve one for pick up by contacting [KHSOffice@pkc.gov.uk](mailto:KHSOffice@pkc.gov.uk).

## Celebrating the success of your trip

After your trip has returned, please provide a short summary, a photograph and a list of participants to the office for sharing in parental news outlets.





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This policy document was prepared by

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