



## Trip Guidelines 2025/26

Dear Parent(s),

Here are the trip guidelines for 2025/26.

- All trips are launched and payable via ParentPay only. Please make sure your ParentPay account is set up so you/your child do not miss out on trips that are available. Contact school reception if you need your activation codes to set up ParentPay.
- All trip payments are non-refundable. This is because we often have to pay invoices for trips in advance of them taking place, so last minute changes are rarely able to be made. If exceptional circumstances apply, the Operations Manager will use her discretion, her decision is final.
- Pupils will not be permitted a place on trips if they owe money to the Academy elsewhere; such as, lunch money debt, unpaid uniform etc. Pupil balances must be maintained in an orderly manner.
- Along with pupil balances; pupil conduct and attendance must be of an acceptable level to allow them to join school trips. Pupils may be removed from school trips if their behaviour declines in the run up to the trip, refunds will not be given.
- If your child is in receipt of pupil premium and you are struggling to meet the required payment for a trip or you are experiencing financial difficulties; we encourage you to contact the school so we can consider if there is any support available, such as spreading the cost over a payment plan etc.
- We will always try and give you as much notice as we can and as much time to pay as possible; in rare circumstances a trip opportunity arises and we have a short window to collect and remit payment to the provider.

Yours sincerely,

The Oakwood Academy