

# Eligibility for Places on School Trips

At Springfield we offer a wide and varied selection of educational trips and off-site visits that complement the school curriculum and enhance pupils' experiences.

All trips are conducted in accordance with Hampshire County guidelines which include strict regulations on staff to pupil ratios. In accordance with the school's 'Equality Policy', Springfield endeavours for participation for all, including where necessary, a supervision ratio of 1:1. It is the responsibility of the staff member organising the trip (trip leader) to meet any individual requirements of the pupils participating, where feasible and subject to a risk assessment. Where a trip is compulsory for a GCSE subject, all reasonable measures are taken to ensure pupils will have the opportunity to participate.

Funding is available for Pupil Premium and Service Premium children to enable participation wherever possible. All pupils must have parental consent given, via the School Gateway app for each specific trip and a current medical form must be held by the school. For residential and adventurous activities, a specific medical form for the venture must be completed and signed by a parent or guardian. Payments must be received in line with the published requirements and deadlines for each trip in order for a pupil to participate.

Selection of pupils for oversubscribed trips will follow the flow chart below:

