**Exeat and Day Trip Policy**

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| **ST ANDREW’S COLLEGE POLICY DOCUMENT**  |  |
| **VERSION: 1** | **RESPONSIBILITY: Deputy Head (Boarding & Pastoral Care** |
| **REASON FOR VERSION CHANGE:**  | **TO BE REVIEWED: August 2026** |
| **AUTHORISED BY: Annette Poulain** | **SIGNATURE:**  |

**Exeat and Day Trip Policy**

St. Andrew’s College Cambridge promotes enriching experiences for students within a framework of safety, welfare, and accountability. This policy ensures that all exeats and day trips adhere to the National Minimum Standards for Boarding Schools (NMS), prioritising student well-being, safeguarding, and consistent behaviour management. Exeats are a privilege, not a right, and are granted at the discretion of the college.

1. **Principles in Line with NMS**

**1.a. Safeguarding**

The college’s primary responsibility is ensuring the safety and well-being of all students during exeats and day trips, in compliance with NMS 11 (Child Protection) and NMS 12 (Promoting Positive Behaviour and Relationships).

**1.b. Health and Safety**

All trips are assessed for potential risks to meet NMS 6 (Safety and Risk Assessment) requirements.

**1.c. Equality and Fairness**

Decisions are made equitably, in accordance with NMS 2 (Equality, Diversity, and Inclusion).

**1.d. Accountability**

Full records of exeat requests, approvals, and student whereabouts are maintained to meet NMS 15 (Staff and Student Records.

1. **Eligibility and Requirements**

**2.a. Eligibility Based on Age**

**Students aged 16 and under**:

* Must travel with a guardian or responsible adult (approved by the college).
* Exeat requests must include full travel details and the contact information of the accompanying adult.
* The accompanying adult must provide valid ID upon request.

**Students aged 17**:

* Might be able to travel independently but must stay with an adult over the age of 18.
* The adult must not be a current St. Andrew's student.
* Full travel and accommodation plans must be submitted for approval, including the name and contact details of the responsible adult.
* ID may be requested to verify the responsible adult’s eligibility.
* Day trips may require students to be accompanied by an adult, depending on the nature of the trip and at the school’s discretion.

**Students aged 18 and over**:

* May travel and stay independently, but prior written agreement from a parent or guardian is still required.
* Students must ensure their plans are in line with school policies, and full travel details must be provided.

**2.b. Behaviour Expectations**

Exeats are approved on a case-by-case basis, considering student behaviour.

Poor behaviour, including breaches of house rules or sanctions, may result in exeat refusal (aligned with NMS 12).

**2.c.** **Submission and documentation**

Exeat and day trip requests must be submitted at least 72 hours in advance.

Requests must include:

* Destination and full address.
* Travel plans (e.g., train, coach, or car).
* Name and contact information of the responsible adult or host.
* Emergency contact details.
* Date/time leaving and returning

All trips must comply with the college’s safeguarding protocols (NMS 11).

**2.d. Timing:**

* Day trips must not interfere with school schedules or curfews.
* Overnight exeats are limited to weekends or school holidays unless approved by the Principal or Deputy Head (Pastoral), Deputy Head (Academic) – All requests should still go to designated House Parent.
1. **Procedures**

3.a. **Submission**:

* Parents/guardians must email the relevant House Parent with the details expressed in *“Eligibility and Requirements 2.c.* *Submission and documentation ”*
* Emails must be sent from the registered email address in our system. Requests sent from unregistered emails will not be accepted.
* Submit to the House Parent for initial review and approval.

**3.b. Approval Process:**

* The House Parent reviews the form and checks the details provided.
* If further clarification is needed, the House Parent will contact the parent/guardian for additional information.
* Once reviewed, the House Parent logs the request into the system for documentation, including dates, travel details, and permissions, in compliance with **NMS 15**.
* If the request involves special circumstances or an emergency, the House Parent may consult the Senior House Parent, DSL, Deputy Head [Pastoral] Or Principal to approve or deny the exeat.

**3.c. During the Trip:**

* Students must remain in contact with their House Parent and notify them of any changes to their plans immediately.
* Failure to communicate or follow the agreed plans may result in sanctions.

**3.d. Return to School:**

* Students must return to the boarding house by the agreed time, ensuring they are ready for school commitments.

1. **Expectations During Exeats and Day Trips**

**4.a. Conduct:**

* + Students must follow the college’s code of conduct during trips.
	+ Behaviour must reflect the values outlined in NMS 12.

 **4.b. Curfews and Accountability:**

* + Students must adhere to curfew times unless prior arrangements are approved.
	+ Regular communication with the House Parent is mandatory.

 **4.c. Prohibited Activities:**

* + Alcohol and illegal substances are strictly prohibited, in accordance with NMS 6.
	+ Unapproved overnight stays or unauthorised travel will result in sanctions.
1. **Sanctions for Non-Compliance**

**Level 1**: Minor breaches (e.g., late return):

* + Verbal or written warning.

**Level 2**: Repeated or moderate breaches (e.g., failure to communicate changes):

* + Restrictions on future exeats or day trips.

**Level 3**: Serious breaches (e.g., unauthorised overnight stay):

* + Gating or loss of privileges.
	+ Parental involvement.

**Level 4**: Critical breaches (e.g., substance misuse, illegal activity):

* + Escalation to the Deputy Head [Pastoral] or Principal, with possible suspension or expulsion.
1. **Parental and Guardian Responsibilities**

6.a. Parents and guardians must:

* + Provide accurate and complete information in a timely manner.
	+ Ensure their child has sufficient funds and resources for their trip.
	+ Maintain contact with the college in case of emergencies.

6.b. Students without a guardian in the UK:

* + Arrangements must be made for a suitable host if required (e.g., holidays or extended leave).
1. **Communication and Transparency**

**7.a. Policy Access**:

* + Students and parents/guardians will receive a copy of this policy during induction.
	+ Copies are displayed in common areas for reference.

**7.b. Student Feedback**:

* + The college welcomes feedback on the policy through the student council or house meetings.

**Final Notes**

* **Exeats are a privilege**, not an entitlement, and must be treated as such by students.
* The college reserves the right to modify or deny exeats based on safeguarding, behaviour, or compliance concerns.