

Residential Trips - Payment Terms and Conditions

References throughout these terms and conditions to “days” means school days. If a deadline relating to a refund falls on a Saturday, Sunday, bank holiday or during a school holiday period it will be taken to be delayed to the next available school day.

If a parent books a residential visit 30 days or less from the date of the visit, the school will forgo issuing deposit and instalment payments and instead issue a full payment in respect of the trip.

Any monies we receive go directly to the tour operator involved, which means it is important that all payment deadlines are met.

Please also note that a child’s place on the trip is not secured until the first instalment deposit is paid. Failure to meet this deadline may result in your child losing the opportunity to go on the trip.

If you wish to cancel your child’s place on a residential trip, we can only accept the cancellation in writing from a Parent/Carer.

Where applicable, flights will be subject to an extra charge for a name or passport change, the amount dependent on the airline company.

It is important that parents are aware that the charges for cancelling seats on flights differ from - and override - our standard cancellation charges shown below. If your trip involves travelling with a low-cost airline, there is an additional charge for any cancellation to cover costs which will have been paid to the airline. This cost will vary from year to year depending on the flight price.

The school cannot provide a refund for any part of a residential trip in the case of a pupil missing their flight, coach or train transport due to lateness.

In the event that you wish to cancel a residential trip, you will be liable for a percentage of the total cost as follows:

Notice days to give before the date of the trip	Liability cancellation charge
Greater than 90 days	Deposit payment
90 – 31 days	75% (including any deposit already paid)
30 days or less	100%