

# WREN PARK PRIMARY SCHOOL



## SCHOOL VISIT REFUND AND CANCELLATION POLICY

Policy Name:	School visit refund and cancellation policy	
Frequency of Review:	Annual	
Review Dates:	Summary of Key Changes (introduced from policy reviews after Jan 22)	Ratified By: ✓ FGB/ Committee / Other
29/09/21		

Next scheduled review: September 2022

School visit refund and cancellation policy

# Wren Park Primary School

## School Visit Cancellation and Refund Policy

The following cancellation and refund policy has been set by the Governing Body of the school and applies to all curriculum and residential visits arranged by Wren Park Primary School. Every case will be assessed on a case by case basis. The policy has taken into account the terms set by our providers. However, we would like to remind parents that all contracts are between parents and ourselves, not direct with any outside providers we may use. The school does not make a profit on school trips but is obliged to ensure that all costs incurred are covered, in order to avoid any adverse impact on the school budget.

### Curriculum Visits

Once money has been paid for a curriculum visit the only element which can be refunded to parents upon cancellation (regardless of circumstances) is that which has not been pre-paid to an outside provider prior to the day of the visit eg. entrance fees.

The coach fare, insurance and any monies pre-paid in advance of the trip will not be refunded. Refunds of entrance fees as stated above will only be paid to parents upon receipt of a written request stating the reason for cancellation.

### Residential Trips

- **Deposits** - All deposits for residential visits are non-refundable once a booking has been secured and deposits paid to the outside provider.
- **Final Payments** - Money paid to school but not passed on to our providers may be refunded as long as this does not incur any small group supplements which would impact on other pupils. Once final payment has been made to our providers for accommodation and activities no refund can be made to parents.
- **Coach fare and insurance** - Where this is booked directly with a coach company this can not be refunded once a place has been booked as it would cause an on-cost to other pupils.
- **Entrance fees and other expenses** - These may be refunded up until the date of departure if they have not been paid out in advance of the trip and a reduction in numbers does not incur any other on costs.

Cancellation of trips by the school will only be made in extenuating circumstances and any monies taken will be repaid to parents where possible, at the discretion of the Governing Body.

### Damage to Property

Parents must accept the responsibility for any damage or breakages, howsoever caused by their child, to our provider's facilities.

This policy has been approved by the Governing Body and stays in effect until superseded by any new policy.

Signed \_\_\_\_\_ Chair of Governors      Date \_\_\_\_\_

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