

## **School Trip Cancellation Policy**

This policy ensures that parents and guardians are aware of the financial commitments involved and the potential risks associated with cancellations

### **Non-Refundable Deposit:**

- A £50 deposit is required to secure a place on the trip. This deposit is non-refundable under any circumstances.

### **Refund of Additional Payments:**

- Any payments made beyond the £50 deposit are subject to the cancellation policy of the third-party company organizing the trip. Refunds for these payments are not guaranteed and are at the discretion of the company that will host our retreat. The school/Retreats Team will do their best to find another student from the waiting list to take this spot, in which case, a full refund will be made.
- If a child cancels from the trip, and we are unable to recover the cost from the third party or if another student is unable to take this spot, the parents of the student will be expected to pay what is owed to the third party even if all the instalments have not been paid

### **Company's Discretion:**

- The school will liaise with the company to seek refunds, but the final decision on the amount, if any, refunded lies with the company.

### **Communication:**

- In the event of a cancellation, please notify the school as soon as possible. The school will then coordinate with the company to assess the possibility of a refund based on the timing and reason for the cancellation.