

Cancellation of a Place on a School Trip (including cancellation and disruption as a result of pandemic or unforeseen events)

For all overnight trips, parents are informed of the total cost of the trip and the instalment dates and amounts that are due.

Trips are run on a breakeven basis with commitments for items such as transport, accommodation, instructors and equipment made many months ahead of the trip.

Should you need to cancel your son or daughter's place on a School Trip, please let the Trip Leader know as soon as possible. In the event of a pupil withdrawing:

- The non-refundable deposit will not be returned.
- If a replacement pupil is found, we will refund the remaining amounts paid less any external admin costs that are incurred (such as a name change on a flight ticket).
- If a replacement pupil is not found, we will refund any amount that we can recover from the Travel Company only.
- Additionally, please be aware that depending on how late the pupil is withdrawn and whether all payments have been met, there may be additional costs that are required to be paid that the School has committed to pay to the Travel Company. These will be added to your next School invoice.
- If a pupil is withdrawn from a trip due to unacceptable behaviour, the School reserves the right to not refund the cost of the trip.
- If a pupil is withdrawn for health reasons, where possible a claim will be made using the School's Travel Insurance Policy. Parents should be aware that not all health-related conditions are covered by the policy and therefore refunds are not guaranteed, and an excess will be deductible. Details can be found at <https://www.churcherscollege.com/our-school/school-policies> or by contacting the Bursar's PA at ahind@churcherscollege.com.
- If a trip is cancelled as a result of non-viable numbers, any deposit paid will be refunded as soon as it is clear the trip will not go ahead.

Cancellation and disruption as a result of pandemic or unforeseen events

- In the event of disease outbreaks (such as COVID-19) or unforeseen events disrupting a planned trip, the school policy is to work very closely with tour operators and explore all possible options for the trip to proceed where possible, including any necessary adjustments or re-scheduling with parents being consulted as appropriate, or if there is no viable alternative then to cancel the trip. In any decision made by the school the safety of our pupils and staff is paramount.
- The school's travel insurance policy and FAQs are available on the school website at <https://www.churcherscollege.com/our-school/school-policies>.
- Any additional testing costs, travel vaccinations or other health-related costs required before and/or after travel will be the responsibility of parents.