



## School Trips – Terms and Conditions

By signing up to a trip you are agreeing to the terms outlined below:

The following terms and conditions are set in order for St Bartholomew's School to provide a broad programme of exciting and educational non-curriculum trips to our students and keep costs to a minimum.

### Payments

Once a student is offered a place on a trip, any deposit is non-refundable.

For each trip, parents/carers are provided with a Parentpay payment schedule that is set to:

- a) Provide sufficient notice of when payments are required; and
- b) Ensure school has collected enough payments in advance of paying travel company invoices.

We request that parents/carers adhere to these payment schedules so the trip can go ahead. If payments are falling significantly behind schedule, school reserves the right to withdraw the student from the trip unless exceptional circumstances have been communicated to us. Please discuss in confidence with the Trip Leader or the Head of Year if you are having difficulty meeting the schedule.

### Withdrawals and exclusions

Should a student withdraw or be excluded from a trip, it will not be possible to offer a refund unless another student takes up the place, or the cost is covered by a successful insurance claim. Any non-recoverable costs resulting from the withdrawal or exclusion will be deducted from any refund available, or if sufficient payments have not been received then the school will request an additional payment from the parent/carer.

### Refunds

The school budgets to break even on trips. Should an unexpected underspend occur, refunds over £10 per student will be administered to parents/carers. If the amount is under £10 per student, and to avoid the administration cost of individual refunds, the money will be treated as a donation to the School's hardship fund. This fund is used to support students who require financial assistance with curriculum and extra curriculum activities and trips.

### Insurance claims

The school is a member of the Risk Protection Arrangement (RPA) that covers all students, and is equivalent to insurance.

<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>

Parents/carers wishing to discuss a potential claim should contact the finance office. All claims require evidence, such as medical professional's letter.

### Financial Support

If a student is in receipt of financial support for a trip (e.g. pupil premium or 16-19 bursary funding), and subsequently withdraws for medical reasons, then parents/carers are required to comply with the RPA's process to recover the costs, and provide the require support (e.g. medical professional's letter) to enable an insurance claim to be made. Otherwise, the parent/carer may be asked to reimburse the school.

### Cancellation

If a trip is cancelled due to circumstances outside of the school's control, the school will endeavour to secure repayments from the travel company or through an insurance claim. However, there may be circumstances where it is not possible to offer a full refund, and parents/carers should be aware of this when committing to the trip.