

School residential trips – Terms and Conditions

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

Payments

Once a student is offered a place on a trip, any deposit paid 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 the 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 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 £20 per student will be administered to parents/carers. If the amount is under £20 per student, and to avoid the administrative cost of individual refunds, the money will be treated as a donation to the CHHS School Fund. This fund is used for the

benefit of all students to enhance curriculum and extra curriculum activities across the school.

Insurance claims

The school has a travel insurance policy that covers all students. Parents/carers wishing to submit a claim should contact the Finance office who will give you a claim form. All claims require evidence, such as a medical professional's letter. A copy of the insurance policy can be requested from the Finance office.

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 school's insurance claim process to recover the financial support contributions, and provide a medical professional's letter. Otherwise the parent/carer will be required 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 this is not possible and parents/carers should be aware of this when committing to a trip. All our overseas trips are with travel companies who are ABTA members.

By signing up to a trip you are agreeing to the terms outlined above.