



WGSP EDUCATIONAL VISITS TERMS & CONDITIONS

Payment & Refunds

Payments are made on a voluntary contribution basis. In the event that we do not fill all the available spaces or receive sufficient funds through voluntary contributions to cover the cost of the trip, we may have to cancel the trip. In which case, contributions will be refunded less any non-refundable deposits we have had to pay in advance. Alternatively, we may ask for an additional contribution per student to fund the shortfall. If the event has to be cancelled due to unforeseen circumstances, then we will either endeavour to rearrange the trip for another date or provide a refund less any non-recoverable costs incurred.

Any pupils who cancel or withdraw from the trip after 1 month before trip goes will not be entitled to an immediate refund as costs will already have been calculated and paid based on numbers as at that time. If we are subsequently able to fill the space and the overall cost of the trip is not impacted then a refund will be made but this will not be issued until after the trip has taken place and all costs have been paid.

Cases of financial difficulty will, of course, be dealt with in confidence and sympathetically, please contact Main Office as soon as possible.

Cancellations

Any pupils who cancel or withdraw from the trip after 14 days will not be entitled to an immediate refund as costs will already have been calculated and paid based on numbers at that time. If we are subsequently able to fill the space and the overall cost of the trip is not impacted, then a refund will be made. Refunds will be issued after the trip has taken place and all costs have been paid.

Personal Items

If students choose to take personal items such as mobile phones or cameras on the day then it is entirely at their own risk and the school will accept no responsibility for loss, theft or damage. The use of personal items on the day will be at the discretion of the trip leader and inappropriate or unauthorised use may result in items being confiscated and not returned until the end of the day.

Behaviour

If a child's behaviour in the run up to the trip causes the trip organiser concern about the welfare or Health and Safety of the trip, or if a child is suspended from school, they will not be able to go on the trip. Any monies that are unrecoverable from the trip will be lost.

Staff accompanying the trip will employ the same behaviour policies and sanctions as would be expected in school. Poor behaviour on a trip may affect the students place on future trips.

Oversubscription and Ballots

Where a trip is oversubscribed, the replies received by the deadline will be entered into a ballot. Ballots will be conducted on a fair and random basis, including a fair order for a reserves list. Letters will be sent to confirm a place has been secured or whether your child has been unsuccessful and placed on the reserve list. Refunds will be made to all unsuccessful requests. Should your child successfully secure a place, a deadline for the deposit payment will be provided and the school reserves the right to reallocate the place should the payment not be made on time, and no other communication has been received from the parent to arrange an alternative arrangement. Please inform the school as soon as possible should your child wish to refuse their place on the trip, so it can be fairly allocated to another student. Any requests to join the trip after the deadline and ballot, will be placed at the end of the reserves list.