

# St Monica's RCHS Specialist Language & Applied Learning College

## Terms and Conditions for Residential School Trips

1. An initial letter outlining the type of trip to take place, will request a deposit and a date by which this should be received in school, together with, projected instalment dates to assist with your financial planning.
2. Cheques are always payable to St. Monica's RCHS.
3. Deposits are considered a declaration of interest. There is no commitment or guarantee of a place at this point.
4. More deposits received than places available will result in the names being put into a draw for a place on the trip, continuing onto a Reserve List.
5. An acceptance letter will be issued requesting post dated cheques (1<sup>st</sup> of the month), including a date by which these should be submitted. Cash instalments will be acceptable but must be paid in line with the instalment dates. Requests to change any instalment dates is possible but must be discussed with the Finance and Premises Manager. Failure to keep up with instalments will result in the student being withdrawn from the trip.
6. The acceptance letter will notify you of the provisional date set for the parents meeting that needs to take place prior to departure.
7. We will endeavour to remind parents that cheques are being presented to the bank via our school newsletter.
8. Any cheques returned to school by the bank incur to date a £4 charge. It is expected that the school will be reimbursed this amount, together with, the amount on the cheque. Any financial difficulties please do not hesitate to contact the Finance and Premises Manager.
9. Acceptance on to the school trip will be following a consultation with the Headteacher, Senior Management, Pastoral and Curriculum staff. The final decision will be made by the Headteacher.
10. Students may be withdrawn from the trip any time leading up to and on the day of departure by the Headteacher. In this instance all monies paid will be refunded.
11. Any student wishing to withdraw from the trip must notify the school in writing and note the financial implications, as follows:
  - a. If another student can be found to fill the place then all monies will be refunded with the exception of the deposit.

- b. If another student can be found to fill the place but extra charges are incurred e.g., to change the name on a flight then that amount will be deducted from the monies being refunded.
  - c. If no student can be found to fill the place then unfortunately there will be no refund.
12. Any student who has to withdraw from a trip due to ill health will have to provide a doctor's certificate in order for the Finance and Premises Manager to claim the monies back from the insurance company.
  13. The school has an Off-Site Activities Insurance Policy, which covers trips both at home and abroad. A copy of the policy will be included with the acceptance letter. The policy is renewed every October.
  14. The school can not be held responsible should the cost of the trip increase due to the exchange rate or fuel surcharges.
  15. Any trip travelling by plane - a photocopy of the student's passport details is required at the same time as submitting post dated cheques. This is to ensure that when we book the student's flight that the details given are exactly what are stated on the passport. This in turn will avoid any extra administrative charges.

### Exchange Visits

St Monica's appreciates the goodwill of parents/guardians when hosting students from other countries and are confident that it will be reciprocated by the exchange family. This is always taken into consideration when trying to set the cost of an exchange trip and St. Monica's will endeavour to subsidise the cost of the trip as far as possible.

1<sup>st</sup> September 2014