

PAYMENTS IN RESPECT OF RESIDENTIAL VISITS

Whenever we propose to organise a residential visit, we write to parents with details and an approximate costing and ask if they wish their child to participate. Usually at this stage if parents choose to reserve a place, they are asked for a deposit and this gives the school a clear indication of parents' commitment and support to enable the visit to proceed.

Once the number of children is known, an accurate costing is calculated based on actual persons. Costs for transport, insurance, group admission fees, etc. are equally distributed based on that number. The accommodation fee is usually a fixed amount per person and is added to the equally divided cost of the trip, helping us to arrive at the figure given to parents once there is confirmation of the visit.

The school is not allowed to make a profit on school trips and therefore when costing a visit we do not allow for any contingency. If a child drops out once a final figure has been fixed the school will inevitably have to subsidise the visit and be 'out of pocket' as it would not be fair to pass on these increased costs to other parents.

In most cases, although this is dependent upon when a cancellation is made, the accommodation fee may be refunded by the organisation/hotel, and this will be returned to parents. However, in future, once a deposit is sent to school, it will not be refundable unless there are exceptional circumstances that means a child is unable to attend. Other payments will be refunded at the discretion of the school depending on the loss it creates.

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