



Verulam School
Excellence · Character · Respect

Head Teacher: **Paul Ramsey** BA (Hons)

Brampton Road
St Albans
Hertfordshire
AL1 4PR

Tel: **01727 766100**

www.verulamschool.co.uk
Email: admin@verulam.herts.sch.uk

Trips & Events – Terms & Conditions

For any trip or event where the school needs to pre-pay (either fully or partially) a supplier eg. a tour operator, airline, ticket seller or activity centre, participation is on the understanding that the school cannot refund any amount to a parent that is not going to be refunded to the school.

To secure a place on a trip we will ask for a non-refundable deposit by a specific date. This payment secures the trip place and is a commitment to attend and pay the remaining balance which will be due by a second specific date. This balance must be paid in a single up-front payment or in two or three staged payments, as detailed in the invite letter (multiple smaller instalments can be made so long as each staged payment deadline is met). The deadline for the staged payments and full payment are decided by the tour operator/activity centre and reflect when the school has to make payments to them. Any late payment charges issued by the tour operator/activity centre may be passed on to any parent who does not meet the deadline.

The ParentMail payment facility is set up so you can see your balance and pay as many instalments as you wish against the payment item until each payment deadline has been met. We strongly suggest paying by instalments to make the payment more manageable for yourself. **It is very important each family has a payment plan in place from the beginning.**

In the case of withdrawing your child from a trip, you will remain liable for the full cost of the trip, just as you would if you changed your mind about going on a family holiday. If you need to cancel a place due to a medical reason, this is dealt with through insurance.

We reserve the right to refuse participation if school behaviour is already below the standard that would be accepted to take a student on a trip of this nature. We reserve the right to withdraw any participant from the trip if their school behaviour falls below an acceptable standard.

Consent forms and full payment for any trip or event must be submitted by the deadline. Once this has passed, these will not be accepted and in line with the school's safeguarding policy, no child will be allowed to attend a trip without parental consent and the appropriate payment.