



Queen Elizabeth II School

Terms and Conditions Policy

Effective from: September 2023

Signed by: Helen Elphick

Reviewed: September 2026

Next review date: September 2027

CANCELLATION AND REFUNDS POLICY

In the unlikely event of a trip being cancelled, due to circumstances beyond the school's control that are not covered under our insurance policy, the school will make every effort to secure a return of funds from the trip provider. However, if none is forthcoming then the school will be unable to offer a refund.

PAYMENT OBLIGATION

Parents are not obliged to make a contribution towards the trip, but it is probable that if insufficient monies are received, it will have to be cancelled. If there are exceptional cases of hardship the school will try to support costs through its own budget, but this would reduce what we are able to spend in terms of materials and equipment for students. If you are unable to contribute, you are invited to contact the Trip Leader so that suitable arrangements can be made to help cover costs of your child's participation.

PAYMENT METHODS

Trips can be made by cash or cheque or by BACS using the bank details shown on the trip letter. Please use the reference given in the letter so BACS payments can be easily identified.

MEDICAL INFORMATION

It is the parents/carers' responsibility to keep the school up to date with any medical information regarding your child. These details can be updated via email to office@qe2school.co.uk.