



## Terms and Conditions 2022-23

These terms and conditions apply to all parents who wish for their children to take part in one of our planned overnight trips or residential school journeys.

Fielding provides the following opportunities annually (subject to change).

Year 3: One night camp out on the school field

Year 4: One night overnight stay in a museum

Year 5: Three nights residential stay on the Isle of Wight

Year 6: Five nights residential stay in France

## Booking and Payment Terms

1. Parents/guardians wishing to enrol a son/daughter should read the conditions detailed below.
2. The details of the overnight trip/school journey will be posted to the appropriate Year Group Noticeboard and fees added to your MCAS account.
3. Adding the payment to your MCAS basket will book the overnight trip or residential school journey and confirm your acceptance of the current Terms & Conditions. A non-refundable deposit will be payable at this time and parents/carers will be liable for the fees, unless a cancellation notice is submitted, see cancellation section below.
4. A full payment schedule will be available via Year Group Noticeboards and on MCAS. Payments must be received by the deadlines published.
5. Families wishing to receive financial support whose children are in receipt of Free School meals and registered as Pupil Premium should discuss this with their child's class teacher when completing their 'Pupil Premium Passport'

## Cancellation

6. To cancel a place, parent/s must contact the school in writing or via email to: [finance@fielding.ealing.sch.uk](mailto:finance@fielding.ealing.sch.uk)
7. Cancellation prior to the deposit payment deadline will result in a refund less an administration fee of £10.00.
8. Cancellation after the deposit deadline will result in a refund according to the following schedule:
  - More than 90 days to departure date – refund for monies paid except for non-refundable deposit less administration fee of £10.00.
  - Less than 90 days to departure date: No Refund
9. If payments are not received by specified dates, the school has the right to cancel a pupil's place.

## **Health Care & Medical Needs**

10. Parents must ensure their child's medical details on MCAS are up-to date. Parents must also consent to any emergency treatment necessary while their child is in the care of the trip leader.

## **COVID-19**

11. Should Government travel guidance change, we reserve the right to cancel a trip.
12. Refunds, in accordance with our travel providers and Insurance Terms & Conditions, will be issued should the trip be cancelled as a result of travel restrictions imposed by the Government.

## **Personal possessions**

13. Parents acknowledge that it is the Pupil's responsibility to look after their own money and personal possessions whilst on the school trip.

## **Waiting list**

14. If you wish to enrol your child onto the trip waiting list after the initial deposit date, please contact the Finance Manager at [finance@fielding.ealing.sch.uk](mailto:finance@fielding.ealing.sch.uk)

## **Changes to Terms and Conditions**

15. The school will review these Terms and Conditions on an ongoing basis.