



## NCEA Bishop's Primary School

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*'Your beginning will seem so small, since your future will flourish' Job 8:7  
'It is the smallest of all seeds, but when it grows up it is the biggest of all plants' Matthew 13:31-32*

## Educational Visit reminder summary

(The details below will be completed prior to a residential visit and sent to you)

<b>Date of visit</b>	
<b>Duration of visit</b>	
<b>Visit destination</b>	
<b>Cost of visit</b>	
<b>How to pay</b>	
<b>Non refundable deposit amount (please note, you can't get this back, even if you cancel before the date shown below)</b>	
<b>Date of final payment due</b>	
<b>Last date for cancellation of place and a full refund (less non refundable deposit)</b>	
<b>School visit contact</b>	

### Important things to note

Payment for each Educational Visit can be made via Arbor. Payment can be made in full or in installments up to the date of final payment.

If you need to withdraw your child from a visit for any reason, please let us know as soon as you can. If you cancel before the date shown above, we will be able to refund you in full, less any non-refundable deposit. If you need to cancel after this date, we will do our best to help and to refund you but this isn't guaranteed.

We don't make any money from visits, so refunds have to come from school funds. Please help us to help you by giving us as much information as you can, for example a medical letter explaining the problem.

Some cancellations are covered by the school's insurance, for example if the whole visit can't go ahead due to a high level of illness or if the venue is suddenly no longer available. Individual cancellation is not covered by school insurance, so for more costly visits, you are advised to consider taking out your own insurance.

Whilst we can't recommend insurance policies or providers, there are many price comparison websites available which you could use to see if this would be suitable for you.

Residential visits can sometimes be subsidized by a bursary from the company offering the visit. We will let eligible parents know this if that is the case.

School will always look at ways to try to support our families with visit payment, please come to talk to us if you need to.