



**LAURUS**  
TRUST

# Terms and Conditions

School Residential Trips

**Date of Review:** May 2025

**Date of Next Review:** May 2028

The following terms and conditions are set for the Laurus Trust to provide a broad programme of exciting and educational trips to our students and to keep costs to a minimum. This document can be read alongside the Trips Policy.

## Payments

Once a student is offered a place on a trip, any deposit paid is non-refundable.

For each trip, parents/carers are provided with a payment schedule that is set to:

- a. provide sufficient notice of when payments are required; and
- b. ensure school has collected enough payments in advance of paying travel company invoices.

The Trust requests that parents/carers adhere to these payment schedules so that the trip can go ahead. If payments are falling significantly behind the schedule, the School reserves the right to withdraw the student from the trip unless exceptional circumstances have been discussed with the Trip Leader or Head of Year.

## Withdrawals

Should a student withdraw or be removed by the school from a trip, it will not be possible to offer a refund unless another student takes up the place or the cost is covered by a successful insurance claim. Any non-recoverable costs resulting from the withdrawal or removal will be deducted from any refund available or if sufficient payments have not been received then the School will request an additional payment from parents/carers.

## Refunds

The School aims to break even on trip budgets. Should an unexpected underspend occur, refunds over £20 per student will be administered to parents/carers. If the amount is under £20 per student, and to avoid the administrative cost of individual refunds, the money will be treated as a donation to the School Fund. This fund is used for the benefit of all students to enhance curriculum and extra curriculum activities across the School.

## Insurance claims

The Trust has a travel insurance policy that covers all students. Parents/carers wishing to submit a claim should contact the School Office who will issue a claim form. All claims require evidence, such as a medical professional's letter. A copy of the insurance policy can be requested from the School Office.

## Financial support

If a student is in receipt of financial support for a trip (e.g. Pupil Premium or 16-19 Bursary funding) and subsequently withdraws for medical reasons, then parents/carers are required to comply with the insurance claim process to recover the financial support contributions and provide a medical professional's letter. Otherwise, the parent/carer will be required to reimburse the School.

## Cancellation

If a trip is cancelled due to circumstances outside of the Trust's control, the School will endeavour to secure repayments from the travel company or through an insurance claim. However, there may be circumstances where this is not possible, and parents/carers should be aware of this when committing to a trip. All our overseas trips are with travel companies who are ABTA members.

By signing up to a trip parents/carers are agreeing to the terms outlined above.



**LAURUS**  
TRUST

**Laurus Trust**  
Woods Lane  
Cheadle Hulme  
Cheshire  
SK8 7JY

**t:** 0161 549 7000  
**e:** [enquiries@laurustrust.co.uk](mailto:enquiries@laurustrust.co.uk)  
**w:** [laurustrust.co.uk](http://laurustrust.co.uk)