



TOUR POLICY - ADDENDUM

We endeavour to keep touring costs to the minimum but we acknowledge that we need to meet certain standards of safety, reliability and comfort when organizing tours. Details of the tour are posted on our website and the information regarding flights, accommodation and the detailed tour programme is given to parents as soon as this information is received by us. While we make every effort to be accurate, we realize that programmes may change and we shall update these details as soon as we receive them.

Senior members of our Finance Department are always involved in the calculation of costs and we take the factors that follow into account in these:

1. Tournament, festival and/or conference fees, as well as any other event fees.
2. Incidental expenses, unique to the particular trip, such as entertainment costs.
3. Transport, including flights or bus costs and travel costs at the venue, for the members of the team, as well as the coaches/teachers who are accompanying the trip.
4. Accommodation for the members of the team or group, as well as for the coaches/teachers who are accompanying the trip.
5. Meals and refreshments for the members of the team or group, as well as for the coaches/teachers who are accompanying the trip.
6. A subsistence allowance, calculated according to the tax scales, for coaches and/or teachers accompanying the trip.
7. Some trips may include an allowance for emergency costs.
8. There is no cross-subsidization of tour members in our calculations of these costs and no profit is raised from School tours.

We book flights as early as possible and at the best possible rate, subject to the considerations of timing and reliability. We use an established travel agent in order to do this in order to ensure effective and timeous follow-up in the event of any difficulties. Different requirements may well necessitate the use of different agents – and particularly so in the event of an international tour.

As a matter of policy, we travel as a group and when not being hosted either by parents or in a boarding establishment, we stay in accommodation that is suitable for the group.

BRIAN MITCHELL
EXECUTIVE HEADMASTER

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