

**Improve it Ltd**

**Event Cancellation Procedures**

**September 2018**

This document outlines the procedures for schools cancelling events at short notice.

With the online booking system we now have for our events, it is possible for schools to book on to all events for the school year from September. We want to be fair to all schools so we have as many as possible access our events.

If schools cancel close to the event date it is rarely possible for that place to be filled due to the paperwork schools need to complete prior to taking children out of school. It also has a major impact on the planning that has gone in to arranging the event such as schedules, certificates. In order for us to prevent schools booking on to every event and then cancelling close to the date of the event (which has happened many times this year), we will be introducing a fine system.

The system will be:

1. If a school cancels 2 weeks or more in advance no charge will be made.
2. If a school cancels within 14 days of an event a £50 charge will be made.
3. If a cancelled school has had transport organised by us and the Partnership is unable to change the booking and is charged for the transport that will count as one of your transport credits.

We hope we will not need to implement this and schools will only book on events they intend to participate in.