



West Norwich & Dereham SSP

PE & School Support

Event Cancellation Policy

Cancellation requests:

1. If you are unable to attend a WNDSSP event you have booked on please do let us know as soon as possible – this can be done by email to either wndssp@yahoo.co.uk (Matt) or pdm.assistant@gmail.com (Mikaela)

Cancellation policy:

1. Cancellations must be received in writing (via email or post) in advance of the event.
2. The following cancellations charges will apply for all events in 2019/20:

a. 22+ days notice:	No charge
b. 21 – 14 days notice:	£25.00
c. 13 – 8 days notice:	£50.00
d. 7 days or less notice:	£75.00
3. If applicable, these charges will be invoiced to the School at the end of each Half-Term across the academic year 2019/20.

Amendments / Cancellation by WNDSSP

1. Amendments: West Norwich & Dereham School Sports Partnership reserves the right to modify the programme / format / fixtures of an event up to the day of the event. We put our events together to provide the most up-to-date and relevant information. This means that occasionally the events change due to influences out of our immediate control. Other times it may be necessary to alter the venue, time, content, etc due to unforeseen circumstances.
2. Cancellation: If unforeseen circumstances cause us to cancel an event all Schools will be informed as soon as possible & by 8am on the day of the event at the latest. If particularly inclement weather is forecast that will affect the safety & enjoyment of the pupils a decision will be made by midday on the day before as to the viability of the event