



TERMS AND CONDITIONS (INCLUDING GUIDANCE) FOR VISITS TO OUTDOOR ENVIRONMENTAL EDUCATION CENTRES [PERLETHORPE / BRACKENHURST / SHERWOOD]

Under Health and Safety guidelines and for use in the event of a fire or accident, there must be an accurate list of everyone taking part in the visit / activity, therefore a pupil list for your visit must be brought with you on the day. Leaders should also make sure they have read the latest edition of the 'Safety Codes of Practice' booklet. These documents are available from our website.

CHARGES FOR YOUR VISIT

Changes to pupil numbers. If the numbers of pupils on the day exceed the number booked, the charge will be increased per extra pupil. Unfortunately, no reduction in charge can be made for any reduction in pupil numbers. Your school will be invoiced approximately 5 working days after the date of the visit / activity.

Please ensure that you have discussed any changes to numbers prior to your visit / activity to ensure we can accommodate you.

Cancellation Charges. Whilst we will endeavour to rearrange any visit / activity, should you decide to cancel you will be liable to the following changes which will be invoiced immediately.

- All bookings, regardless of cancellation date = 20% of the quoted booking value.
- 8 term-time weeks prior to a visit = 50% of the quoted booking value.
- 4 term-time weeks prior to a visit = 100% of the quoted booking value.

[The Head of Day Centres has the discretion to waive the above fees due to bad weather]

A full breakdown of charges can be found at the end of this document.

REMISSION ARRANGEMENTS - Remissions discounts are available to Nottinghamshire LA schools only (this does not include Nottinghamshire Academies or Nottingham City schools)

[NCC SCHOOLS]

The remission charge per child will be remitted for any pupil eligible for free school meals from a Nottinghamshire County Council School, due to being in receipt of Income Support, Income based Job Seekers Allowance, Support under part VI of the Immigration Act 1999 or Child Tax Credit. You will be responsible for notifying us (in writing **no later than 5 working days** after the date of your visit / activity) of the numbers of any eligible children in your party and the charge to your school will be adjusted accordingly. Please note that any claims for remission **cannot be accepted** after this date.

[NOTTINGHAMSHIRE NURSERY AGED PUPILS]

The above remission arrangements are also applicable to nursery children. The indicator allowances for free school meals are Income Support, Income based Job Seekers Allowance, Support under part VI of the Immigration Act 1999 or Child Tax Credit. In respect of nursery children not registered for free school meals, eligible children will be those with parents or carers in receipt of the above benefits. Such information can be

requested in the parental consent form for the visit. NCC Audit recommend that schools obtain some supporting detail e.g. by asking parents for the name of their benefit office.

[CHARGES TO PUPILS AND PARENTS]

The County Council's charging arrangements for the Outdoor Environmental Education Centres aim to ensure that no pupil is deterred on financial grounds from attending a visit. When arranging visits and writing to parents, please be aware of the law in relation to charging for school activities.

SAFETY STANDARDS

Leaders should ensure that all arrangements for the visit follow the Education Visits Policy for their own authority. Copies of this booklet should be available from your school's Educational Visit Coordinator. At least one support staff (adult) present should be trained in first aid.

TRANSPORT ARRANGEMENTS

Schools are responsible for their own transport arrangements. The hiring of vehicles for school trips is an individual decision for the school concerned. Nottinghamshire County Council strongly recommend that for school trips involving long distance travel on motorways or high speed roads, only coaches fitted with seat belts should be hired.

Coaches and vehicles must be parked in designated areas. Due to the location of our centres please do not park on verges, or stop on access roads. We politely ask that coach drivers do not run their engines continuously to power heaters, this is poor environmental practice and we will endeavour to provide a warm location to wait.

PRE-VISIT / PLANNING MEETING

The school's teacher leading the visit needs to have attended an introductory pre-visit for the relevant centre. The teacher attending the pre-visit must be present throughout the school trip. To make any arrangements for this please contact the centre in which you made your provisional booking.

CARE OF FACILITIES AND EQUIPMENT

Schools are asked to ensure groups take appropriate care of facilities and equipment. Schools will be liable for any loss of or damage to facilities and equipment caused by the school party.

INSURANCE

Please note that Outdoor Environmental Education Centres provides no insurance cover for visiting parties against personal liability or accident, loss of personal property or your schools' property, or for loss of deposit.

EVALUATION OF YOUR VISIT

We seek constantly to improve the quality of the experience provided at the Centres. So that you and we can review your experience please complete one of the evaluation forms available at the Centre. Should you have any specific issues you want to discuss please contact the centre tutor in the first instance.

Prices 2022/23 1st April 2022 – 31st March 2023.

Visits to Perlethorpe Environmental Education Centre, Brackenhurst Environmental Education, Sherwood Forest Education Centre & Rushcliffe Environmental Education Centre.

Prices: £7.20 per pupil per day with full day teaching support included. (Nottinghamshire County Council Schools).

Prices £7.50 per pupil per day with full day teaching support included. (Non-Nottinghamshire County Council Schools).