



## Terms and Conditions for Tuppenny Barn Educational Visits

### 1. Booking

Provisional bookings and enquiries should be made by phone or email contact. Once a provisional booking has been made we will send the visit organiser a booking form to complete and return within 21 days of receipt. Failure to return the booking form within 21 days may result in reserved dates being offered to another group.

### 2. Payment

Full payment is required upon booking. Visits are charged at £5 + VAT per pupil, or £7.50 +VAT per pupil if taking part in fork to fork visits. Accompanying adults are free of charge. Please note there is a minimum fee for all visits of £100.

### 3. Payment method

Payment can be by BACS, card payment or cheque.

BACS: Account number: 20818238 sort code: 60-05-24 Please include your school name as a reference.

Card Payments: Please phone 01243 377780 to pay

Cheque: payable to Tuppenny Barn Education Ltd, Tuppenny Barn, Main Road, Southbourne, PO10 8EZ

### 4. Cancellations

Should circumstances mean that you have to cancel your visit and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- More than four weeks prior to the visit date - no charge
- Two to four weeks prior to the visit date - 50% of the total fee
- Less than two weeks prior to the visit - full fee.

NB Cancellation must be made in writing.

Unfortunately we cannot make refunds for individual students who miss the visit due to absence.

### 5. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

### 6. Visit Guidelines

Visit leaders are asked to provide details of students and adult helpers attending the visit with the booking form. We would also request that you include any medical

conditions, allergies or other relevant information with this list. Any alterations to the information should be brought on the day of the visit.

Visit leaders are responsible for ensuring they bring the correct ratio of adult helpers to students. For nurseries 1:4, primary age 1:6 secondary age 1:12

To ensure a safe and successful visit, the visit leader and adult helpers will be expected to take an active part in the visit and will be entirely responsible for discipline, safety and overall control of the group.

Outdoor activities will take place in all weather conditions. Please ensure that you advise all students and leaders to bring suitable outdoor clothing for the time of year eg. Wellies, waterproof coats, jumpers, hats, sunhats. suncream. We would ask that all participants bring outdoor and indoor shoes where possible.

Visit leaders are responsible for ensuring all group participants have parental permission for the visits and are also asked to request parental permission for photography during the visit, which may be used for Tuppenny Barn marketing and promotion. If any member of the group does not have permission for photographs to be taken, please advise the education officer on the day of the visit and we will refrain from photographing any of the activities or group members.

We welcome students with disabilities and learning difficulties, it remains their group leader's responsibility to ensure that they are appropriately supported in their activities.

## 7. Risk assessment

Tuppenny Barn carries out risk assessments for all activities and a copy of our educational risk assessment is available for you to use. However we would advise that visit leaders should also carry out their own risk assessment before a visit. Our education officer will advise the group of any particular known hazards on the day of the visit.

Pre-visits can be arranged free of charge and are strongly advised to help with the risk assessment process and to familiarise visit leaders with the study area.

## 8. First Aid

First Aid kits are provided on site and visit leaders will be shown their location. Tuppenny Barn staff will assist in providing medical care should it be necessary but it remains the responsibility of the visit leader or designated first aider to provide first aid and any necessary medical care to students.

I have read and understand the above terms and conditions.

Signature

Date