



Residential Educational Visits Contract – Henley-in-Arden School Academy Trust

Title of Visit: Year 9 Educational Visit to Barcelona, Spain

Dates of Visit: Monday 6th July to Friday 10th July 2020

EVC: Michael McCulley – Deputy Headteacher

Visit Leader: Marianne Pierre

Please find below the terms and conditions that apply to reserving a place on this educational visit. You must read this contract carefully as you will be bound by its terms and conditions once you have signed to say you agree to it.

1. Cost of trip and payment

1.1 An initial deposit of **£150 is payable via School Gateway to secure your child's place on this visit**; this will be available for payment from **Monday 21st October 2019 from 9.00am**. There are 50 places available on this visit. Once all places have been taken, School Gateway will automatically remove this visit from your account for payment. Should places remain available, all deposits must be received by **9am on Monday 4th November at the latest**. Please note that we will be unable to accept further bookings after this time as flight seats will be purchased on this day.

1.2 Payment Schedule:

Please see below the schedule of when payments are due*:

Description:	Amount:	Due*
Initial Deposit	£150.00	By 9am on 4 th November 2019 (Released at 9.00am on 21/10/19 on a first-come-first-served basis)
Payment 2	£200.00	13 th January 2020
Payment 3	£200.00	2 nd March 2020
Payment 4	£160.00	27 th April 2020

2. Conduct, withdrawal and late payments

2.1 One reminder will be sent out by email if any trip instalment payment is late ('late' means not paid by midnight on the due date). **A charge of £15 will be added if payments are not made 24 hours after the payment reminder email has been sent.** If a student has to be removed from the visit due to non-payment of any charges, all monies paid to the tour operator as in 2.2 below will be forfeited.

2.2 Should your child subsequently withdraw from the trip at any time, the deposit and any monies paid to date will be non-refundable in accordance with the terms and conditions set by the tour operator. Any refunds due will not be payable until after the trip has returned.

2.3 Should your child prove unworthy of accompanying the trip due to unacceptable conduct in school between the time of signing this contract and the date of the visit, he/she will be withdrawn and any monies paid as in 2.2 above will be non-refundable. Any such decision would only be made if it were felt that your child was likely to endanger either the success of the trip, his or her own safety and/or the safety of other students on the trip.

2.4 Should you either choose to withdraw your child (this includes withdrawal due to missed instalment payments), or should he/she be withdrawn for the reasons mentioned above, you may be liable to continue payments if the decrease in the number of participants affects the overall cost of the visit.

3. Medical Details and Medication

3.1 Each time you apply for a place on behalf of your child to attend an educational visit you will be asked to notify us of **all current** medical conditions, **including pre-existing medical conditions previously notified to the school.**

3.2 You will also need to let us know about any medication required in treatment of these conditions. This forms part of our risk assessment for the visit.

3.3 You are responsible for providing all of your child's necessary medication to the visit leader, which must be in date and accompanied by formal instructions regarding how the medicine(s) should be administered. Should we find that your child does not have the necessary (in date) medication at the time of departure, contained within the original packaging, then we will not be able to take them on this visit. All monies paid will be forfeited.

4. European Health Insurance Card (EHIC) for residential visits.

3.1 As a condition of the school's insurance policy, all students travelling must hold a current, valid EHIC card at the time of travel. Should your child not currently hold an EHIC, this should be requested well in advance of the visit. EHIC cards are free of charge and are available via this link: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/>

3.2 **Students must hold this card regardless of any private medical insurance arrangements you and your family may hold or they will not be allowed to travel** and all monies paid will be forfeited.

5. Passport arrangements

4.1 Students' travel for this visit will be covered by a Collective Passport for which we will need your child's **legal name, as stated on their birth certificate or any subsequent legal change of name.**

4.2 It is very important that you complete this information correctly on the visit application form as this name will also be used for the flight passenger lists.

4.3 Any changes to passenger lists incur costly charges with the airlines. Should you fail to complete the form correctly, you will be liable for any charges incurred due to the need to correct the details at a later date.

This trip involves a significant amount of remote supervision opportunities where students are given independent time away from supervising adults to bond with their friends and be out of direct contact with adults. Adults will always be on hand at meeting points and will always be available to be contacted by mobile phone during these periods. You will be signing your consent to this arrangement.

Please sign both copies of this contract; you should retain one copy for your records, and **one should be returned to school immediately to confirm your child's place.** All places secured via Gateway are provisional until this signed contract has been received.

I have read and understood the terms and conditions of this contract. In signing below, I agree to be bound by them.

Child's full, legal name: _____

Parent/Carer signature: _____ Date: _____

Print Name: _____ Relationship to child: _____

Please retain this copy for your records (Pink Copy).

Please return this copy to school immediately (Green copy).