

Sandwell Residential Education Service

Booking Conditions

1. The school/college will be financially responsible for the booking it makes on behalf of its students.
2. No booking is secure until the Residential Centre receives a completed Confirmation Booking Form from the school/college, signed by the Head Teacher.
3. Schools are expected to bring at least the agreed minimum number of students to the Centre, as specified on the Confirmation Booking form. Where student numbers fall short, the school will be invoiced for the agreed minimum x the pupil fee.
4. **CANCELLATION**
Any penalties imposed due to cancellation will be based on **agreed minimum numbers x the pupil fee (the cancellation fee)**.

Four school weeks after completing and returning the Confirmation Booking form, the school/college will be responsible for 50% of the cancellation fee.
Sixteen school weeks before the commencement of the course, the school/college will be responsible for 90% of the cancellation fee.

If the school/college cancels a course, the above cancellation fees will apply, and an invoice will be raised for the amount owed.

5. **Insurance**
Insurance is not included in the cost of the course. Schools should ensure that they have adequate school journey insurance.

Pupils/students who have to withdraw from the course subject to there being a justifiable reason, e.g. child's illness, bereavement, should be covered by insurance.
Reimbursement should be sought through the insurance company.

If an insurance claim is made, the school must ensure that the pupil details are submitted to the Centre on the CS2 form, and that payment for that pupil is made to the Centre.

N.B. If a pupil simply decides that they no longer wish to attend a Centre, no reimbursement would be forthcoming from either insurance company or the LEA. The school/college is therefore advised to protect itself against possible financial loss by asking parents to sign a "standard letter", which advises them of their commitment and financial responsibilities.

6. **Damage**
Please note that any negligent or wilful loss/damage caused to Centre property by group members is the responsibility of the visiting group or organisation.

7. **Media**
Sandwell Residential Education Service may use digital images of course participants for promotional materials (all media). Please advise the Centre of any individuals for which consent is withheld.