

OXFORDSHIRE OUTDOOR LEARNING SERVICE
BOOKING INFORMATION 2012/13

KILVROUGH MANOR OEC | WOODLANDS OEC | YENWORTHY LODGE OEC



OXFORDSHIRE OUTDOORS AT KILVROUGH MANOR | WOODLANDS | YENWORTHY LODGE

Dear Colleague

The Oxfordshire Outdoor Education Experience: ‘a very significant contribution to the curricular provision of the local authority’

This was the opinion of an experienced Ofsted inspector who was commissioned to undertake an external inspection of our Centres in 2009.

As a County Council we believe all children and young people deserve an opportunity to have a residential experience in a challenging but safe environment. This is why we continue to maintain our own Centres so that we can give you the reassurance that your pupils will have a high quality, value-for-money experience. We hope that you will support us by choosing to use our services for your residential experiences.

Our feedback tells us that children and young people who participate in our courses will often achieve beyond their own expectations; they will learn about themselves and about their peers; they will experience challenge and success and realise the importance of assessing risk and making careful judgements. All of which are important, transferable skills for life.

Our Centres are AALS licensed. They have qualified teachers on the staff and all staff members have relevant National Governing Body Awards. This means that the only risk your colleagues will have to manage is the journey to and from the Centres; the rest is done for them.

Our Centres have the flexibility to design a course to suit your specific needs. Whatever the focus, be it exam / curriculum or personal and social development all courses are designed to encourage positive life style choices and decision making. We also deliver successful courses for young carers, vulnerable and ‘at risk’ young people, and families and community groups within school partnerships.

We are well aware of the increasing financial constraints that we are all working under and, as you would expect, we consider carefully value for money both for you and the County. We still feel our charges reflect very good value for the quality of experience that your group will receive. If you are in any doubt over this please contact us to discuss your needs further.

If you are comparing us with other providers don’t forget that, for example, our 5 day courses are inclusive of transport and insurance, which saves you time in searching for reliable providers. We also give you a single ‘up front’ cost which is guaranteed at time of booking with no hidden extras for additional activities or increased fuel costs.

We are confident that a residential experience can make a real contribution to achieving the aims of Every Child Matters and to enabling your children / young people to experience a first class experience designed to help them to understand and fulfil their potential.

I encourage you to make an Oxfordshire Outdoor Education Centre your first choice and book a course with us.

Charlotte Christie

Manager Oxfordshire Outdoor Learning Service

CHARGES

The total cost for a five day course will be £285 per pupil, up until 31st March 2013. This is a legitimate charge to parents.

No charge can be made for board and lodging costs for pupils whose parents are in receipt of: Income Support; Income based Job Seekers Allowance; an income-related employment and support allowance:

Support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit, where the parent is not entitled to Working Tax Credit and where annual income (as assessed by the Inland Revenue) does not exceed £16040.00 or the guarantee element of State Pension Credit; where the board and lodging is a component of a residential trip which is deemed to have taken place in school hours or which is out of school hours but is necessary as part of the National Curriculum or for prescribed public examinations. In these cases the school will need to meet the cost from its own resources. While parents cannot be charged in such circumstances voluntary contributions may be sought.

The transport charge is £30 per pupil and is included in the total charge. The transport cost for residential visits cannot

be charged to parents if the course takes place in school hours or outside school hours but is required by the National Curriculum or as part of the syllabus for prescribed examinations. However, voluntary contributions can be sought.

Insurance cover for participating pupils/students and adults on courses at the Centres will be provided automatically dependent on payment of deposit invoice, at a cost of 35p per person per day (£1.75 per week). The cost of this cover (which includes travel) is included within the charge for the course and no other insurance cover will be necessary. This charge is to be met by the school but voluntary contributions can be sought.

Therefore the total cost per place for a 5 day course from 1st Sept 2012 to 31st March 2013 is £285.00. The price for a course for a five day residential from April 1st 2013 is to be advised.



SCHOOL JOURNEY POLICY

SCHOOL JOURNEY POLICY - Policy No. SJ 18AC04 - 0026

SPECIFICATION A

(incorporated in and forming part of the policy numbered as above)

SCHOOL JOURNEY POLICY - Policy No. SJ 18AC04 - 0026

(Incorporated in and forming part of the policy numbered as above)

Cancellation And Other Expenses

The Company will indemnify the Insured and, at the request of the Insured, any Person Insured in respect of the following expenses arising as a direct result of the cancellation, delay in commencement, curtailment (proportionately only) or extension of the School Journey by any fortuitous event outside the control of the Insured or the Persons Insured and which are not recoverable from any other source.

a. Loss of deposits and charges for which the Person Insured is legally liable

b. Additional travel and accommodation costs necessarily and reasonably incurred. Provided that in the event of cancellation or interruption of public transport services by riot, strike or civil commotion occurring at commencement of or during the journey:

i) the said riot, strike or civil commotion was not in existence or threatened at the commencement of the Period of Cover

ii) where such circumstances occur and are not excluded under

(i) above the Insurer reserves the right to arrange alternative means of transport and route

iii) any alternative transport by air must be provided by the Insurer
The limit of cover under the cancellation section of the policy is £1,000 Limit of Liability under Specification A In respect of any one Person Insured

£5m.....

Exceptions to Specification A

1 The Company shall not be liable to make any payment under this Specification in respect of any expenses resulting directly or indirectly from

a. government regulations, service with the armed forces, disinclination to travel or financial circumstances other than redundancy of a parent or guardian where such redundancy occurs after the School Journey has been arranged.

b. act, error, omission or default of any agent, firm or person undertaking to provide transport, accommodation or other services to the Person Insured.

c. riot, strike or other civil commotion existing or threatened prior to the completion of the arrangements for the School Journey.

The Company shall not be liable for the first £15 of any claim for any Person Insured other than the loss of deposits only.

The limits for all areas under the Policy:

1. Cancellation and Other Expenses: £1,000
2. Medical and Associated Expenses: £1,000,000
3. Personal Accident: £20,000
4. Personal Effects and Money any one article or pair/set of articles: £250
5. Legal Liability: £5,000,000

DEPOSIT, CANCELLATION, INSURANCE & CHARGES

When an application is confirmed the school will be required to pay £75 per place as a deposit 4 months before the course takes place. The full cost of the insurance (£1.75 per place) must also be paid at this stage. The remainder of the charge, including transport, will need to be paid after the course takes place. If the school cancels more than four months before the course takes place deposits and insurance will be reimbursed. If the cancellation is within four months the deposit and insurance will be retained, and the school will be liable to pay the full charge if the places booked are not filled by another school. The insurance taken out provides for full reimbursement of deposits lost as a result of any entirely unforeseen event, subject to the insurers' acceptance. A £15 excess is payable per person, per incident, in respect of any other claim.

BOOKING FORM

ABOUT YOU

Choose a Centre
Course Description
Name of your School
Course Organiser
Contact Address line 1
Address line 2
Address line 3
Postcode
Telephone
Email

With Eco matters in mind it is the intention that this booking process is paperless, however if you want to print off the booking form and either post or fax we can accept this method. Our online booking form is [here](#).

If you do not receive a confirmation of your booking within 7 days, please contact Centre directly.

GROUP DETAILS

Group Leader
Year Group
Proposed Numbers
Preferred term/date/year
2nd choice course dates

IF YOU ARE NOT FILLING THE CENTRE PLEASE COMPLETE THIS SECTION

Do you have a school to share with?

(please tick one)

Yes
No

If yes Name of School
Course Organiser

While we will do everything we can to offer you a place in the term requested, demand for places sometimes outstrips availability. Should this occur please indicate your second choice Centre.

Kilvrough Woodlands Yenworthy

Signature Today's date

(Electronic signature acceptable)

The necessary permissions for this application have been obtained from the Head of my establishment

CLICK HERE TO BOOK ONLINE AT
<http://www.oxfordshireoutdoorlearningservice.co.uk/contact.php>