

STUBBINGTON STUDY CENTRE BOOKING FORM 2011– 2012

This 'Booking Form' must be completed and returned by 31st January to be considered in the initial place allocation for next academic year. Please see our Allocation Policy re processing of booking forms received after this date.

Name of School:
Contact Name & Position:
Address:

Telephone No.

Fax No.

Email:

Date of Visit – please indicate *preferred* term

| | AUTUMN | SPRING | SUMMER |
|------------------------------|--------|--------|--------|
| 1st Choice | | | |
| 2nd Choice | | | |

Number of pupils (Please note that, as in previous years, schools will be **financially committed** to the numbers booked at this stage)

BOYS

GIRLS

TOTAL

YEAR GROUP

I have read and accept the conditions, as set out on the attached Booking Conditions.

Signed (Head Teacher) _____

Name in Full: _____

Date:

Please return to:

Bookings Administrator, Stubbington Study Centre, 184 Stubbington Lane, Stubbington, Fareham, Hants. PO14 2ND

E-mail: ssc@stubbington-sc.hants.org.uk

Tel: 01329 662244 Fax: 01329 667112

STUBBINGTON STUDY CENTRE – BOOKING OFFER

Stubbington Study Centre will send a completed version of this form to schools following receipt of their 'Booking Form'.

| Name of School | Date of Visit | Number boys | Number of girls | Total no. children |
|----------------|---------------|-------------|-----------------|--------------------|
| | | | | |

 James Scarborough
 Head of Centre

 Date

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STUBBINGTON STUDY CENTRE – CONFIRMATION OF BOOKING

*Upon receipt of their 'Booking Offer' above, Schools must complete and return this form, along with the initial deposit cheque (non – HCC schools) to confirm acceptance. We will raise a parked journal for payment of initial £100 deposit from HCC schools. **This form must be returned to the centre within 28 days of receipt.***

Please return to:

Bookings Administrator, Stubbington Study Centre, 184 Stubbington Lane, Stubbington, Fareham PO14 2ND

I accept the booking as outlined in your recent booking offer and confirm details below:

SCHOOL:

DATE OF VISIT: to

NUMBERS: Boys Girls Year Staff

- *HCC Schools:* My School number for parked journal is _____.

- *Non HCC Schools:* I attach an initial non-returnable deposit cheque for £100 payable to HAMPSHIRE COUNTY COUNCIL.

Please note from the accompanying "Booking Conditions" that you are financially committed to the above number of children.

SIGNED (Head Teacher) _____

NAME IN FULL _____

DATE _____

STUBBINGTON STUDY CENTRE BOOKING CONDITIONS 2011 - 2012

1. APPLICATIONS FOR PLACES

The centre can accommodate up to 108 children (54 boys & 54 girls) in 4, single sex dormitories. In order to achieve full occupancy, and remain financially viable, children from different schools may be mixed together in the dormitories.

Applications should be received by the Centre no later than 31 January 2011. An application cannot be secured until a booking form signed by the Headteacher and payment in accordance with the conditions below, have been received and acknowledged by the Centre on the *Confirmation of Booking* form.

2. ALLOCATION POLICY

The following allocation policy is a 'desirable outcome' and will be used to guide decisions in the interest of fairness, however when allocating places to schools, our priority is to fill the centre in order for this self-funded service to remain financially viable. Our 'break even' target is 100 children per week.

Where possible, places will be allocated to schools, that have applied by 31st January, on the following prioritised basis:

- Schools that accepted a booking in the previous year that was not their first choice.
- Schools that were unsuccessful in their applications last year.
- Schools that booked a place within the last two years.
- Other Hampshire, Portsmouth or Southampton local authority schools.
- Schools from other areas or authorities.

If 'Confirmation of Booking' forms and initial deposit cheques are not received at the centre within 28 days, then these slots *may be offered to other schools*.

Schools that apply after 31st January will be offered any slots not filled following the above process.

3. FEES FOR 2011-2012 ACADEMIC YEAR

Pupils (charge for a standard Monday to Friday visit):

- **£175** per child to Hampshire County Council schools
- **£190** for non-Hampshire County Council schools

Pupils (charge for visit of non-standard duration):

For visits of less than five days (Mon/Fri) the charge will be calculated as fifths of the above charges. E.g. for a three day visit the charge will be three fifths of the above.

Staff – Resident staff will be accommodated free of charge at a staff / pupil ratio of 1:12. Any extra staff, that can be accommodated, will be charged at the child's rate, unless by special arrangement with the Centre.

4. PAYMENT

Please be aware that schools will be charged for the number of places initially booked, unless any shortfall in numbers can be taken up by another school.

Initial Deposit

A non-returnable deposit of £100 is required within **28 days** of receipt of your 'Booking Offer' slip. This payment will be by 'parked journal' for Hampshire County Council schools and for non-HCC Schools should be in the form of a cheque made payable to Hampshire County Council and **must accompany** your 'Confirmation of Booking' form.

Interim Payment

10 weeks before the date of your visit, we will raise a parked journal / issue an invoice for

25% of the total projected cost of your trip, based on the numbers you initially booked.

Final Payment

A parked journal / external invoice will be raised post-visit for the outstanding balance, based on initial numbers booked plus any additional costs (visitor meals, increase in number of children, etc) that may have been incurred *less* the initial deposit and interim payment. This must be paid upon receipt.

Refunds (less non returnable deposit)

Any child who returns home for medical reasons (confirmed by our Welfare Assistant) will only be charged for the days in residence. Any child who returns home for reasons of homesickness or ill-discipline will not be refunded.

Cancellation

Cancellation prior to acceptance of our booking offer, or within 28 days of receipt of this offer, whichever is sooner, incurs no penalty.

Cancellation following acceptance of our booking offer **incurs full-cost penalty** unless another school takes up the places you have booked.

5. VISITORS

No charge is made for visiting Head Teachers or accompanying educational staff (up to a 1:12 teacher / pupil ratio). Other 'occasional' visiting staff will be charged for meals and refreshments consumed and for any overnight accommodation at the following rates:

| | |
|--------------------------------------|---------------------|
| Overnight accommodation | £20.00 (per night) |
| Breakfast | £6.00 |
| Lunch | £7.00 |
| Evening Meal | £8.00 |
| Other (drinks, biscuits, fruit etc.) | Costed individually |

Any personal visitors **MUST** report to Centre staff on arrival

6. PURCHASES

Educational consumables used by children in residence (worksheets, art materials etc.) are not charged for, but items taken by staff for use back in school will be billed. Prices on application.

Extra items purchased by visiting staff for personal use will be charged individually on the Friday morning.

7. CONDUCT

The discipline and conduct of your school will be the responsibility of the teacher in charge. The Centre reserves the right to:

- Send home any child who is a danger to themselves or others through poor behavior or illness. Schools are advised to have procedures in place should such an event arise.
- Demand payment for willful damage to property or equipment (genuine accidents will not be charged for).

8. INSURANCE

Liability for loss, damage or injury is only accepted by HCC if resulting from negligence by the County Council, its servants or agents. **We recommend that you take out school journey insurance** to cover risks of accident, illness, loss of personal belongings or cancellation. Your local authority can often provide this for a small fee (HCC Education Department offers this for Hampshire schools).