

Booking conditions for Glasgow City Council School visits to Blairvadach

Deposit - A deposit of **£15** for each pupil should be made through a purchase order (DP1) and accompany your letter accepting the visit dates.

The deposit will be deducted from the final balance for the visit, taking into account any cancellations. Offer dates will be held until the date on the offer letter, after which the dates will be offered to schools on the waiting list. A letter confirming your booking will be sent upon receipt of your deposit. This is non-returnable in the event of non-attendance by pupils or cancellation by the school.

Cancellation - The following cancellation charges will apply:-

More than 42 days before arrival – loss of deposit

41 – 29 days before arrival 30% of the total pupil charge

28 – 15 days before arrival 45% of the total pupil charge

14 – 1 days before arrival 60% of the total pupil charge

In the case of non-attendance through illness, a medical certificate will be required as proof of illness before a refund will be given.

If the centre can fill the booking up to four weeks before the course dates, then a refund of the course cost, less deposit will be made. In the event of the centre having to cancel a course, a full refund will be given.

Final Payment – Once the visit has taken place you will receive notification from Education Services indicating the balance owed and a DP1 should be raised for this amount. All schools when collecting contributions from parents should deposit the money into the school activity budget line.

All cancellations and alterations must be notified by email to:

bvprincipal@blairvadach.ea.glasgow.sch.uk

Insurance – Head Teacher's must ensure that the group leader is aware of the extent and limitations of Glasgow City Council's Third Party Liability policy. In particular the Council does not insure personal property against damage, loss or theft whilst on activities, travelling or in residence at the centre. If it is felt that additional insurance is required, then in consultation with parents/carers, this should be pursued through an independent insurance company.

Transport – Education Services provides coach transport (for courses taking place in term time, usually Monday to Friday) for one outward journey from the school to the centre and one return journey from the centre to the school. Any additional transport requirements and associated cost would have to be met by the school.

All in-course transport is provided by the centre.