



SORRENTO 2020 TERMS AND CONDITIONS

The cost of the trip is £728

A first deposit of £100 is required by 28 June 2019 and the second deposit of £100 is required by 23 July 2019. All deposits are non-refundable **and** in conjunction with the return of the completed Essential Information form, Behaviour Agreement and a signed copy of this document, is the point at which your child's place is secured. The Deposit account is now available on ParentPay for payment. Alternatively you may phone the Enrichment Team and make a card payment. Tel: 01275 465942

The Instalment account for £528 will become available in August for you to start making payments if you wish. Please note the following is the minimum expected payment schedule.

Non-refundable deposit by 28 June 2019	Non-refundable deposit by 23 July 2019	1 st instalment by 6 September 2019	2 nd instalment by 1 October 2019	3 rd instalment by 1 November 2019	4 th instalment by 1 January 2020	5 th instalment by 1 February 2020	FINAL instalment by 1 March 2020
£100	£100	£88	£88	£88	£88	£88	£88

The school reserves the right to remove a student from any trip due to non-payment of deposits or instalments. You will not be entitled to a full refund. If you wish to remove your child from a trip you must notify the school in writing. You will not be entitled to a full refund. If you are having problems paying the instalments you must notify the school in writing at the earliest opportunity. These monthly amounts have been set to ensure that the balance is paid by 1 March 2020; however, you can pay the balance in full at any time before this date. We expect the trip to be paid in full by 1 March 2020 to ensure we can fulfil our contractual obligations to the tour operator.

Cancellation

Cancellation must be received by the school in writing. Cancellation costs are set out below:

69-31 days before departure	30 days before departure
75% of total cost will be retained	100% of total cost will be retained

Medical and Emergency Contact Information

Your child will not be allowed to participate in any out of school activity without the signed Essential Information Form which accompanies the trip letter. It is your responsibility to inform us of any changes to the information on this form prior to the departure date. This form is taken on the trip and held by the trip leader in case of emergency as parental consent for treatment.

Insurance

All trips are fully insured by the school journey insurance.

If your child is unable to take up their place due to a medical condition during Enrichment Week, we require confirmation in writing from a Doctor. Please contact us as soon as possible.

Electronic items such as cameras, iPods, mobile phones and games consoles are not covered by the school insurance. These are taken at the owner's risk.

Passport and EHIC cards

Students will be travelling under their own passport and therefore require an in date passport for this trip. If your child holds a current passport (with a minimum of six months left on it, from the date of arrival in Europe), please return a photocopy in the envelope provided. If you are ordering a new passport for your child you must provide the school with a photocopy of this by 1 February 2020. An administration charge will be levied by the tour company for late submissions of passports details. The tour company reserves the right to remove a student from a trip if passport information is not available by the deadline. A full refund will not be given. Students travelling under non-EU passports are required to provide a copy of their residency permit with their passport in order for the school to apply for a "List of Travellers Visa Waiver" on their behalf. All students are required to have a European Health Insurance Card. If you are ordering a new EHIC card for your child, you must provide the school with a photocopy of this by 1 February 2020 at the latest.

Behaviour

The school reserves the right to exclude from any trip/activity a student whose behaviour has given cause for concern at any stage before the trip. Students removed from a trip for a behaviour issue (including attendance) will not be entitled to a full refund. Cancellation costs as above apply. If a student does not behave to a reasonable standard whilst on the trip, arrangements will be made for him / her to return before the rest of the group. The parent/carer will be responsible for any expenses incurred as a result of this. The cost for any property damaged due to the carelessness /misconduct of a student will be the responsibility of the parent/carer.

PTO for Behaviour Agreement



YEAR 9 BEHAVIOUR AGREEMENT ENRICHMENT WEEK 2020

Year after year Backwell School is very proud of the positive reports we receive from the companies with which we work. The behaviour of our students is exemplary and Enrichment Week is arranged in total confidence that this behaviour will continue. Taking students away on trips places extra responsibility on the staff concerned and they must be assured that the students will not represent either a risk either to themselves or to other students. Please discuss this document with your child and the importance of them taking ownership of this responsibility from the outset.

Student behaviour will be monitored over the next 12 months and their behaviour in lessons and their general behaviour around school will be a vital factor in determining whether they are allowed to attend their chosen trip. We have a detailed written log in school of all incidents of poor or inappropriate behaviour and we will be using this to help decide if anyone should not attend a residential trip. We hope we can count on the support of all parents if such a decision is made in the future.

- I understand that behaviour during the year will be monitored (including attendance) and play a vital part in the decision as to whether a student can attend the chosen trip
- I understand that the school has the final decision as to whether a student is able to attend the chosen trip
- I understand that any penalties imposed due to a cancellation or removal from a trip are liable for payment by the parent/carer
- I understand a full refund will not be available if the student is removed/withdrawn from a trip due to behaviour
- I understand that any costs relating to the student being returned during a trip due to behaviour are the responsibility of the parent/carer
- I understand that any costs for damage to property or equipment caused by inappropriate behaviour by a student will be the responsibility of the parent carer
- I understand that students will be expected to try their best and “have a go” at all activities, however challenging
- I understand that all students are expected to uphold the excellent reputation of Backwell School
- I confirm that I have read and agree to the terms and conditions and behaviour agreement

Student name:.....

Tutor group:.....

Student signature:.....

Date:.....

Parent/Carer name:.....

Parent/Carer signature:.....

Date:.....

**STUDENT'S ESSENTIAL INFORMATION EV5
Sorrento 2020**

STUDENT NAME: (as on passport)		TUTOR GROUP:	
		DATE OF BIRTH:	
ADDRESS:		HOME PHONE NUMBER:	
1 ST EMERGENCY CONTACT NAME:			
1 st EMERGENCY CONTACT NUMBERS:	MOBILE	WK	
2 nd EMERGENCY CONTACT NAME:			
2 nd EMERGENCY CONTACT NUMBERS:	MOBILE	WK	
I enclose a photocopy of my child's passport. <i>Tick as appropriate</i>	<input type="checkbox"/>	I enclose a photocopy of my child's EHIC card. <i>Tick as appropriate</i>	<input type="checkbox"/>
I will provide a copy of the new passport by 1 February 2020 at the latest. <i>Tick as appropriate</i>	<input type="checkbox"/>	I will provide a copy of new EHIC card by 1 February 2020 at the latest. <i>Tick as appropriate</i>	<input type="checkbox"/>
NAME ADDRESS AND PHONE NUMBER OF DOCTOR:			
PLEASE GIVE DETAILS OF ANY ALLERGIES AND THE PROCEDURE IN CASE OF A REACTION:(e.g. antibiotics, aspirin, nuts)			
PLEASE GIVE DETAILS OF ANY MEDICAL CONDITIONS THE STUDENT HAS AND OR ANY REGULAR TREATMENT OR MEDICATION THAT THE STUDENT IS CURRENTLY RECEIVING.			
PLEASE GIVE DETAILS OF ANY SIGNIFICANT PERSONAL INFORMATION THAT THE TRIP LEADER SHOULD BE AWARE OF:			
DATE OF LAST TETANUS INJECTION:			
PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS? e.g. Vegetarian, Halal			
SWIMMING ABILITY: (PLEASE TICK ONE BOX) ABLE TO SWIM 50 METRES plus <input type="checkbox"/> WATER CONFIDENT <input type="checkbox"/> NON SWIMMER <input type="checkbox"/>			
DECLARATION: i) I agree that my child may participate in this school trip ii) I confirm that my child is fit to participate in all the activities included in the trip iii) I agree that staff may be required to act in loco parentis whilst on the trip iv) I give permission for any necessary medical/dental treatment to be carried out whilst my child is on the trip v) I agree to inform the Enrichment Team immediately if the details above change in any way vi) I have read and agree to the terms and conditions and behaviour agreement			
Signed:..... (Parent/Carer)		Date:.....	