

PENDARREN HOUSE OUTDOOR EDUCATION CENTRE
Booking Administration Arrangements 2012/2013

January 2012

Time	What happens	Explanation
9 January 2012	Pendarren sends out invitations to apply for bookings via email	All schools invited to apply for bookings for the following school year. There will be a rotating priority list for Primary Schools.
3 February 2012	Deadline for returning applications for bookings	Applications can be accepted by post, fax or email and receipt will be acknowledged by e-mail.
2 March 2012	Schools informed of dates which have been allocated to them and sent an invoice for a deposit of £30.00 per person based on numbers on the application form. These invoices are to be paid within 28 days to confirm booking	These dates will of course match the dates applied for as closely as possible. Payment of the invoice is necessary to confirm the booking. However, we are aware that it may not be possible to be precise about numbers at this stage. Therefore, provided the group details form is returned on time (see below), up to 30% of these deposits can be returned if the number of pupils changes. Once the group details form listing pupils' names has been received, deposits will only be returned if pupils do not attend due to illness. THESE DEPOSITS WILL NOT BE RETURNED IF THE <u>GROUP DETAILS FORM IS RETURNED LATE</u> OR THE BOOKING IS CANCELLED FOR ANY REASON
30 March 2012	Deadline for schools to confirm booking and pay deposit	Cheques to be sent to Pendarren House OEC, payable to LB Haringey – Pendarren House
At least 12 weeks before the course	You will need to download the administrative forms from the Pendarren website (www.pendarren.org – see the downloads link on the homepage). A reminder will be sent out from Pendarren via email	The following forms will need to be downloaded, completed and returned to Pendarren: <ul style="list-style-type: none"> ▪ Guidance notes ▪ Group confirmation form ▪ Option choice form ▪ Group details form ▪ Parental consent forms ▪ Supervising adult details forms ▪ Activity group lists (Primary or Secondary) ▪ Dormitory lists (House and / or Annexe)
At least 8 weeks before the course	Group confirmation form to be returned to Pendarren. Option choice forms should be returned by Primary Schools	These forms need to be returned on time in order to plan and staff your course effectively.
At least 4 weeks before the course	Group details form, parental consent forms, supervising adult details forms, activity group lists and dormitory lists to be returned to Pendarren	These forms contain details of diets and medical information which are essential for course planning. Replacements can be made up to one week before the course but WE ARE NOT ABLE TO TAKE PUPILS ON ACTIVITIES UNLESS A CORRECTLY COMPLETED AND SIGNED CONSENT FORM HAS BEEN RECEIVED
During the course	Numbers attending are verified	Staff leading groups will be asked to sign a form to verify the numbers attending and the reason for non-attendance of any pupils listed on group details form
After the course	Balance invoice will be raised and should be paid within 28 days	This invoice will include: <ul style="list-style-type: none"> ▪ Full or Concession Fees for all pupils on group details form. Concession fees can only be applied for pupils who are REGISTERED WITH HARINGEY CHILDREN'S SERVICE (STUDENT SUPPORT) OR YOUR OWN SCHOOL FOR FREE SCHOOL MEALS. ▪ If entitlement to free school meals has been determined at your school, you will be required to supply a copy of the parental approval letter ▪ Plus any additional pupils (not replacements) above the numbers on group details form (agreed with Centre in advance) ▪ Plus any additional staff outside the arrangements for staff[†] ▪ Minus the amount of deposits paid on first invoice for pupils who attended ▪ Minus any refundable deposits

[†] There is no charge for essential staff which includes one male and one female staff for mixed groups, one member of staff for each activity group and additional staff to care for statemented pupils.