

PENDARRREN HOUSE OUTDOOR EDUCATION CENTRE GUIDANCE ON DISTRIBUTION AND COMPLETION OF PAPERWORK

Please use the following as a brief guide. It is set out as a check list in the order in which the forms should be returned to Pendarren.

- 1 **Confirmation of Group Form (all schools)** **(previously PHB form)**
Complete the number of pupils and staff, giving staff names where decided. The deadline for return is indicated clearly on the form and on your Confirmation of Booking email.
- 2 **Option Choice Form (Primary Schools only)**
Complete the choice of activities for your visit using the guidance on the reverse of the form. Further guidance is given in the Primary Handbook. Contact Pendarren if you need further help or do not have a copy of the Handbook and return the form by the date indicated on the front of the sheet.
- 3 **Group Details Form (all schools)** **(previously PHE form)**
Complete this form with the names of all students/pupils who will be attending. Indicate clearly in the left hand column those who are entitled to free school meals and wish to pay the concessionary fee. To obtain the concessionary fee, pupils **must** be registered either with The Awards & Entitlements Service of CS or with your in-school service. If you deal with your own free school meals, you must attach a copy of the FSM approval letter with the group list as evidence of entitlement. Please return the form by the date indicated in the Confirmation of Booking email. Failure to do so may result in loss of deposits.
- 4 **Parental Consent Forms (all schools)**
This form should be completed and signed by the parent/guardian/carer of the student/pupil visiting Pendarren. It should be completed as fully as possible and returned to the school so that it can be forwarded to Pendarren **at least four weeks** before the date of the visit. Failure to forward a consent form for a child may mean that that child cannot take part in activities whilst at Pendarren. If, for any reason, you are not able to send these by the due date please notify Pendarren as soon as possible.
- 5 **Details of Supervising Adults (all schools)**
You should provide details of the staff accompanying your group **at least four weeks** before the visit. The date will be indicated in your Confirmation of Booking email. The group leader should ensure that school contact details are included on his / her form.
- 6 **Activity Group Lists (all schools)**
If you have a preference for how your group will be split into activity groups, please use this form and forward it to Pendarren. If you are able to do so before your visit, it will help us prepare for your arrival.
- 7 **Dormitory Lists (all schools)**
If you have a preference for how your group will be split for dormitory arrangements, please use this form and forward it to Pendarren. If you are able to do so before your visit, it will help us prepare for your arrival.

Payment for your visit will be by two invoices, one for a deposit which must be paid in order to confirm the booking and one for the balance after completion of the course. Up to 30% of the deposits paid will be fully refunded if the visit goes ahead but the number of pupils attending is less than the number booked. **THIS REFUND CAN ONLY BE MADE IF THE GROUP LIST FORM IS RETURNED ON TIME.** Refunds of deposits will also be given in the event of illness or injury before departure.

If there are any queries regarding completion of the Pendarren paperwork, please do not hesitate to contact me:

Telephone: 01873 810694
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Jan Withers
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