

**Houlton School**  
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Registered in England  
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23 October 2023

**Residential Educational Visits Contract – Houlton School**

**Title of Visit:** Year 9 Educational Visit to Barcelona, Spain  
**Dates of Visit:** 8-12 July 2024  
**EVC:** Chloe Buckenham, Vice Principal  
**Visit Leader:** Matthieu Raffy, Subject Team Leader: Modern Languages

Please find below the terms and conditions that apply to reserving a place on this educational visit. You must read this contract carefully as you will be bound by its terms and conditions once you have signed to say you agree to it.

**1. Cost of trip and payment**

1.1 An initial deposit of **£199 is payable via ParentPay to secure your child’s place on this visit**; this will be available for payment from **Monday 23 October 2023 from 4:30pm**. Once all places have been taken, ParentPay will automatically remove this visit from your account for payment. Should places remain available, all deposits must be received by **9:00am on Thursday 30 November at the latest**. Please note that we will be unable to accept further bookings after this time.

1.2 Payment Schedule:

Please see below the schedule of when payments are due\*:

Description:	Amount:	Due*
Initial Deposit	£199	<b>Released at 4:30pm on 23 October</b> on a first-come-first-served basis
Payment 2	£199	<b>31 January 2024</b>
Payment 3	£199	<b>29 March 2024</b>
Payment 4	£199	<b>31 May 2024</b>

**2. Conduct, withdrawal and late payments**

2.1 One reminder will be sent out by email if any trip instalment payment is late ('late' means not paid by midnight on the due date). A charge of £15 will be added if payments are not made 24 hours after the payment reminder email has been sent. If the missed instalment payment is not made within two weeks after the £15 late charge has been applied, the pupil will be removed from the visit. If a pupil has to be removed from the visit then all monies paid so far will be forfeited.

2.2 Should your child subsequently withdraw from the trip at any time, the deposit and any monies paid to date will be non-refundable.

2.3 Should your child demonstrate conduct that would render them unable to accompany the trip due to unacceptable conduct in school between the time of signing this contract and the date of the visit, they will be withdrawn and any monies paid will be non-refundable. Any such decision would only be made if it were felt that your child was likely to endanger either the success of the trip, his or her own safety and/or the safety of other pupils on the trip.

2.4 Should you either choose to withdraw your child (this includes withdrawal due to missed instalment payments), or should they be withdrawn for the reasons mentioned above, you may be liable to continue payments if the decrease in number of participants affects the overall cost of the visit.

### **3. Medical Details and Medication**

3.1 Each time you apply for a place on behalf of your child to attend an educational visit you will be asked to notify us of **all current** medical conditions, **including pre-existing medical conditions previously notified to the school.**

3.2 You will also need to let us know about any medication required in treatment of these conditions. This forms part of our risk assessment for the visit.

3.3 You are responsible for providing all of your child's necessary medication to the visit leader, which must be in date and accompanied by formal instructions regarding how the medicine(s) should be administered. Should we find that your child does not have the necessary (in date) medication at the time of departure, contained within the original packaging, then we will not be able to take them on this visit. All monies paid will be forfeited.

### **4. Global Health Insurance Card (GHIC) for residential visits.**

4.1 As a condition of the school's insurance policy, all pupils travelling must hold a current, valid GHIC card at the time of travel. Should your child not currently hold a GHIC, this should be requested well in advance of the visit. GHIC cards are free of charge and are available via this link: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/>. **If your child holds an in date EHIC card, this will still be valid.**

**4.2 Pupils must hold this card regardless of any private medical insurance arrangements you and your family may hold or they will not be allowed to travel** and all monies paid will be forfeited.

### **5. Passport arrangements**

**5.1 A UK passport is essential.** To enable your child to be able to travel they must have a valid passport with more than 6 months expiry left (20 January 2025), please let us know by ticking the box at the end of this contract. It is your responsibility to check that your child's passport allows them to travel to and from the destination country.

5.2 We will need your child's **legal name, as stated on their birth certificate or any subsequent legal change of name.**

5.3 It is very important that you complete this information correctly on the visit application form as this name will also be used for crossing the border.

5.4 Any changes to passenger lists incur costly charges. Should you fail to complete the form correctly, you will be liable for any charges incurred due to the need to correct the details at a later date.

Please sign both copies of this contract. Please retain the green copy for your records and **return the yellow copy to school immediately**, via reception, in order to confirm your child's place. All places secured are provisional until this signed contract has been received.

I have read and understood the terms and conditions of this contract. **In signing below, I agree to be bound by them.**

**Year 9 – Barcelona Trip Monday 8 July to Friday 12 July 2024**

Child's full, legal name: .....

Parent/Carer: .....(signed)

Date: .....

- My child has a valid UK passport with more than 6 months expiry left at time of travel.

Print Name: ..... Relationship to child: .....