

# CHARGING POLICY – HCC Day Visits

## Hampshire Maintained Schools Day Visit Fees April 2011 – March 2012

Written confirmation of bookings is sent to schools giving details of fees that apply based on the information provided at the time of booking. **Schools MUST return a signed confirmation slip.**

HAMPSHIRE MAINTAINED Primary & Secondary Schools	Summer Term 2011 Fee per day	September 2011 Fee per day
<20 pupils	£140	£140
21 - 25 pupils	£150	£160
26 - 30 pupils	£180	£190
31 - 35 pupils	£210	£220
36 - 40 pupils	£240	£250
41 - 45 pupils	£250	£250 - £280 TBC
46 - 50 pupils	£250	£250 - £310 TBC

## PAYMENT OF FEES

Schools will be invoiced approximately one month (20 working\* days) before the visit takes place. Invoicing will be by electronic 'journal transfer'. Information from the booking confirmation will be used to prepare the invoice and to plan Centre teaching staff and activities.

Schools must ensure that they notify the Schools' Centre of any changes (eg. reduced pupil numbers) at least 20 working\* days before the visit, or full fees will apply.

Where changes to the booking are made after the invoice has been sent (less than 20 working\* days before the visit), the school will be charged a £10 administration fee in addition to any other fees that apply. Please note: Programmes and activities are planned based on the details provided at the time of booking. Last minute changes eg. increases in group size cannot always be accommodated as adequate staffing may not be available.

## CANCELLATION POLICY

**Schools & colleges that cancel their booking within 20 working\* days of the course will be charged full fees plus a £10 administration charge.**

### BOOKING INFORMATION:

- A **working day\*** refers to week days, term time only and, therefore, does not include school holidays or weekends.
- The Centre reserves the right to amend the fees at any time at their sole discretion. Schools will be notified in good time of any such amendment. Policies are subject to annual review by the Centre's management committee.
- In the event of unforeseen circumstances leading to the Schools' Centre cancelling a visit (eg. closure of the College site due to heavy snow/ice) the Centre will fully refund the booking fees paid to the Centre by the school but will not be liable for any other costs arising from that cancellation.

# CHARGING POLICY – HCC App Science

## Hampshire Maintained Schools Day Visit APPLIED SCIENCE FEES April 2011 – March 2012

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Applied Science	Milk and Microbiology	Intensive Farming	Fish Hatchery
< 25 pupils minimum charges apply	£240 Lab is limited to 24 pupils	£190	£190
26 - 30 pupils	£270	£220	£220
31 - 35 pupils	£300	£250	£250
36 - 40 pupils	£330	£280	£280
41 - 45 pupils	£350	£310	£310
46 - 50 pupils	NA	£340	£340

The fees shown above include the fees payable to Sparsholt College for teaching staff time and resources.

## PAYMENT OF FEES

Schools will be invoiced approximately one month (20 working\* days) before the visit takes place. Invoicing will be by electronic 'journal transfer'. Information from the booking confirmation will be used to prepare the invoice and to plan Centre teaching staff and activities.

Schools must ensure that they notify the Schools' Centre of any changes (eg. reduced pupil numbers) at least 20 working\* days before the visit, or full fees will apply.

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# CHARGING POLICY – Non HCC & Other Courses

## Fees for non-maintained schools and other activities

Type of activity	Non HCC Schools & Colleges	HCC Maintained
<b>DAY VISITS</b> Day visit taught by one Sparsholt Teacher (max. 35 pupils) Day visit taught by two Sparsholt Teachers (max. 50 pupils) <i>Note: Additional fees may apply for GCSE/AS/A2 courses if Sparsholt College staff/resources are required. Please call.</i>	<b>£250</b>  <b>£375</b>	<b>See separate table of charges</b>
<b>½ DAY VISITS (usually afternoon blocks)</b> Single session Block of 5 sessions	<b>£110</b>  <b>£500</b>	<b>£90</b>  <b>£400</b>
<b>OUTREACH</b> 1 teacher visiting a school for 1 day (travelling costs included within Hampshire)	<b>£270</b>	<b>£200</b>

### PAYMENT OF FEES

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Schools must ensure that they notify the Schools' Centre of any changes (eg. reduced pupil numbers) at least 20 working\* days before the visit, or full fees will apply.

Where changes to the booking are made after the invoice has been sent (less than 20 working\* days before the visit), the school will be charged a £10 administration fee in addition to any other fees that apply. Please note: Programmes and activities are planned based on the details provided at the time of booking. Last minute changes eg. increases in group size cannot always be accommodated as adequate staffing may not be available.

### CANCELLATION POLICY

**Schools & colleges that cancel their booking within 20 working\* days of the course will be charged full fees plus a £10 administration charge.**

#### BOOKING INFORMATION:

- A **working day\*** refers to week days, term time only and, therefore, does not include school holidays or weekends.
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