



White Hall
Outdoor Education centre



Booking Information

Thank you for booking a residential course at White Hall Outdoor Education Centre.

Please find below some information to assist with planning and organising your trip to White Hall. All of the forms that require completion are also downloadable from our website. www.whitehallcentre.com, if necessary.

White Hall Information Leaflet: This gives you some information about White Hall and the **Step-by-Step Guide** on the back of the leaflet shows what you need to do and when.

Organisers Guidance Notes: This tick list can be used to help you keep track of what you've done and what still needs doing.

Information for Accompanying Adults: This will help ensure the smooth running and success of the course. Please can all accompanying adults read this.

Information for Young People: This is information for sharing with students who will be attending the residential.

Parent Evening Information: There is also a PowerPoint presentation which we can send to you if required.

Additional Needs Form: Please complete this form if there are any students with mobility, behavioural, or medical needs that you feel we need to be aware of for planning the course.

Dietary Requirements Form: Please complete this form (if necessary) for your entire group, including accompanying adults.

The **Step-by-step Guide and Organisers Guidance Notes** refer to documents which will be sent to you, but you can also download them from our website:

[www.whitehallcentre.com/bookings & info/Information and downloads/booking forms/residential](http://www.whitehallcentre.com/bookings&info/Informationanddownloads/bookingforms/residential)

Below is a brief description of each

Course Planning Form: Please can you complete this, indicating any learning outcomes you would like as part of the course and any information that will help us plan your activity programme. Please complete and return this to us with the 'Group Booking Contract' and 5% booking fee.

Parental Information & Consent form: These need to be completed and signed by parents/guardians of under 18's or by the students 18 and over.

Staff Registration Form: These need to be completed and signed by all accompanying staff and volunteers.

Continued overleaf

Dormitory Plan: If you have sole use of the centre please can you return the completed form. If you are sharing with another school we will confirm exactly which rooms your school will be using, once we've received numbers of boys and girls from all the schools staying with us that week.

Group Information Form: A list of accompanying adults, plus all course members with relevant medical/behavioural/emotional details. Please group the students into activity groups (maximum of 12 in group). Your contract tells you how many activity groups your group will be in. If there is a drop or increase in student numbers we may have to alter the number of groups and there may be an amended course cost. A drop in numbers will also incur cancellation charges as per our cancellation policy.

Additional Information:

Draft Programme: We will send you a programme, based on previous course evaluations and/or on the learning outcomes you would like to focus on which you have outlined on the Course Planning Form. If this is your first visit to White Hall we will design a programme with you. The programmes we send out will be a draft so if there are things you would like changing please contact us and we will do our best to accommodate your requirements.

Course Fees: The costings as shown on your Group Booking Contract are based on the number of students you have reserved. This is comprised of two parts:

1. An accommodation charge per student times by the number of students reserved, PLUS
2. An activities cost per activity group (maximum of 12 per group) this needs to be divided between the total number of students attending your course.

If the number of students changes there could be an increase or decrease to the cost per student.

Cancellation charges:

- 5%** for each place cancelled from confirmation **up to 3 months** prior to the course.
- 30%** for each place cancelled between **1 and 3 months** prior to the course.
- 100%** for each place cancelled **under 1 month** prior to the course.

Insurance: All courses at White Hall are covered by Derbyshire County Council's Public Liability Insurance, but you are **not** covered for cancellation, personal Injury, loss or damage which is not caused by negligence on the part of Derbyshire County Council or its employees, agents or subcontractors. You are strongly recommended to take out this insurance for your group. This will need to be arranged by yourselves.

Risk Assessments: These can be found on our website: www.whitehallcentre.com

If you are a **DCC school** you will only need to provide a risk assessment for **EVOLVE** for transport and residential living. Please complete the relevant sections and up load them onto the EVOLVE website
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=derbyshirevisits.com

All other schools/groups will need to follow your organisation policies and procedures for risk assessments.

Please do not hesitate to contact us, at any stage, should you require any assistance.

Booking Information – January 2018 (V1)