

Information about your visit

The notes below provide further information about your booking. We hope they will answer many of your questions. If you need further information please do not hesitate to contact us.

Course details, including times, objectives and course specific information, can be downloaded from:
<http://www.field-studies-council.org/outdoorclassroom/olympicfieldwork/index.aspx>

Health and Safety:

- Risk assessments are available on our web site as above. [Operational Codes of practice](#) covering all aspects of Health and Safety can be found on our web site.
- Whilst most Tutors have an emergency first aid certificate, please check. The school should ensure first aid cover is maintained at all times.
- Please read the [school group leader agreement](#)
- School staff maintain responsibility for the behaviour and discipline of the class and should actively manage this.
- During breaks and lunch, responsibility for the group will be passed to the teacher. We recommend the group stay together and in a set location. Any variation from this is the responsibility of the school and should be risk assessed accordingly.

Before your visit:

- On receipt of a deposit you will be sent a teacher / student pack containing details of the objectives and handouts that will be used on your visit.
- The day is expected to start at 10 am and finish at 4 pm. Variation of these times will mean a reduction in content.
- The school will need to provide copies of all relevant handouts for all students, as discussed with the tutor leading the session.
- The school will also need to provide pens, pencils and clipboards as appropriate.
- Your tutor will liaise with you before your course to discuss:
 - Pre course work
 - Current knowledge and understanding of the group
 - Objectives for the day
 - Handouts required
 - Meeting point and time
- Students will be outside most of the day. Please ensure they are aware of this and wear appropriate clothing and footwear.
- Please ensure the students are aware of the timing and content of the day and that expectations are managed accordingly. On some courses they may not see the Olympic Park until late in the afternoon.

During your visit:

- If you are likely to arrive at a different time to that planned, please contact your tutor to provide an updated ETA and discuss changes to the itinerary.
- Lunch will be eaten outside (appropriate benches / seating areas have been identified). School staff will be responsible for the students during this time.
- During your day you may use classrooms, or visitor facilities (e.g. cafes). Please ensure students do not eat or drink their own food inside these venues unless told otherwise.

After your visit:

- An evaluation form will be provided. We appreciate all feedback as it will help us improve our sessions for other visitors.

Booking Conditions: Fieldwork

Your contract will be with the Field Studies Council (FSC).

Deposit

We require the deposit of £100 per group per day to secure your booking. Please make all cheques payable to the 'Field Studies Council'. This will be deducted from your final balance. A receipted invoice will be sent to you.

Until the deposit is paid, the booking is treated as provisional and there is no certainty the place can be held. The FSC reserves the right to cancel a booking without notice where a deposit has not been received.

Confirmation of visitor information

Please confirm the number of students attending the course along with any relevant medical or special educational needs prior to your visit. This information will be used to produce the balance invoice. We are unable to accept responsibility for any difficulties arising from not receiving this important information in advance of your visit. Any information disclosed will be treated in confidence by the FSC.

Balance of Fee

The deposit acts as part payment and will be taken off the final balance. An invoice will be raised for your visit and is payable at least 10 days prior to course commencement. If payment is not received at this time, FSC reserves the right to cancel your reservation, in which case normal cancellation terms will apply. In certain circumstances an additional invoice may be raised after your course (e.g. broken equipment, additional students).

Cancellation

If you are forced to cancel your FSC course you may be liable for payment of up to 100% of the course fees. Furthermore, FSC cannot accept responsibility for loss of or damage to guests' personal belongings. Consequently, we recommend that you have appropriate insurance cover in place prior to your visit.

The FSC has negotiated a blanket insurance policy with a leading insurer which is automatically provided to all eligible School Groups at no extra cost. [Details are available online.](#)

Cancellation of the Course (by the school)

If it is necessary for you to cancel your booking, please inform the FSC in writing as soon as possible and may be subject to cancellation charges as follows. Charges can only be waived in exceptional circumstances.

- The FSC will retain the deposit for a cancellation made within 28 days of the start of the course.
- If cancellation is made less than 21 days before the start of the course, whether deliberately or by default, the balance of fees must be paid in full, a condition which is accepted when the booking is confirmed.

Cancellation of the Course (by the FSC)

Should a course be cancelled by the FSC, and this will only happen in exceptional circumstances, we shall inform the school as soon as possible and we shall try to make alternative arrangements. Should no alternative arrangement be suitable, a full refund of all payments would be made at the earliest opportunity.

Variation of conditions

The Centre reserves the right to vary its booking condition as necessary. Bookings will be subject to the conditions prevailing at the time of booking. FSC reserves the right to refuse to accept any booking without stating a reason.

Amendments

FSC reserves the right to alter course programmes or engage alternative tutors after careful consideration if and as circumstances dictate. In this event, applicants will be informed as soon as possible and be refunded any monies paid in respect of that course. FSC will not be liable for any additional cost or expense. All fees were correct at the time of booking. They may be varied should circumstances outside the control of FSC make this necessary. Any increase in charges will not take place within the 28 days prior to the start of the course.