

Thursday, 12 February 2009

Dear Education Visits Coordinator

**Outdoor Learning Opportunities in Norfolk**

Please find attached the latest booking information and prices for residential and day visits to Norfolk County Council's Outdoor Learning Centres at Wells and Holt. Both Centres are staffed by enthusiastic, experienced staff, who care about the experiences that we offer, from the initial enquiry through to waving you goodbye at the end of a course.

You may have read about our recent 'inspection' as a pilot under the new 'Learning Outside the Classroom Quality Badge' scheme. The Department for Children, Schools and Families has worked in partnership with the Council for Learning Outside the Classroom to develop the LOTC Quality Badge. For more information please visit [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk).

The inspector found our Norfolk County Council Centres to be 'very good' or 'outstanding' in eight out of the nine inspected categories, with one category achieving a 'good' rating. He said pupils "learn rapidly" at both centres because of the enjoyable activities and strong teaching on offer. The Centres were said to provide "very good provision, which is continually improving."

We realise that some families, where there has been recent job losses, will be finding it hard to meet the costs of a residential and if this is impacting upon the viability of residential visits within your school then please speak to either Centre. We want to support you in continuing to provide these valuable opportunities for our young people within Norfolk.

If you are unable to take advantage of either a residential or day visit then perhaps we could come to you and work alongside your teachers and young people, helping raise achievement through outdoor learning within your school grounds.

If you or anyone else in your school would like to be updated with any 'special offer' prices, availability, resources and other outdoor learning news then why not subscribe to our free e-news letter. You can do this by visiting our website at [www.norfolk.gov.uk/outdoorlearning](http://www.norfolk.gov.uk/outdoorlearning) and clicking on the 'Join our Mailing List' link on the left of the screen.

I look forward to welcoming you to one of our Centres in 2009/10.

With very best wishes,



Andrew Coles,

Deputy Head, Environmental & Outdoor Learning Team

Application received

Date allocated

Booking offered

For office use only

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**Norfolk County Council**  
**Environmental and Outdoor Learning Team**  
**Application for Residential Field Course**

**Name of School/College**.....

Head Teacher/Principal.....

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Address.....

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Tel..... fax..... email .....

Name of Visit Leader/Teacher-in-Charge

.....

Mobile number of Visit Leader/Teacher-in-Charge.....

**Group**

Number in group.....Year Group ..... Subject ('A' level only).....

.

Exam Board .....Syllabus .....Section(s)

.....

**Course**

Centre (please delete as appropriate): **Holt Hall Field Studies Centre**

**Wells Field Studies Centre**

Circle your choice of: 1 x Five day course 1 x Four day course 2 x Half week course 1 x Half week course

Preferred term and/or dates: 1<sup>st</sup> choice .....2<sup>nd</sup> choice .....

Indicate any unacceptable term or dates .....

Date when centre last used .....

Please indicate the main aims of your visit.

I understand and agree to the Conditions of Booking (on the reverse of the price list)

Signature of Head Teacher / Principal.....

Date.....

Please send completed application form to the Administrative Officer at the appropriate centre:

Holt Hall Field Studies Centre  
Kelling Road  
Holt  
Norfolk NR25 7DU

Tel: 01263 713117  
Fax: 01263 712396

Wells Field Studies Centre  
Polka Road  
Well-next-the-Sea  
Norfolk NR23 1EE

Tel: 01328 710525  
Fax: 01328 711423

# Holt Hall Field Studies Centre

## Norfolk County Council School Prices 1st April 2009 - 31st March 2010

### Residential and Day Course Prices

Key Stages 2 / 3				
1st Apr - 31st Aug	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 105.00 £ 203.00	£ 1,260.00 £ 2,436.00
16 - 25 residents	2.5 5	20 20	£ 105.00 £ 203.00	£ 2,100.00 £ 4,060.00
26 - 35 residents	2.5 5	30 30	£ 105.00 £ 203.00	£ 3,150.00 £ 6,090.00
36 - 45 residents	2.5 5	40 40	£ 105.00 £ 203.00	£ 4,200.00 £ 8,120.00
46 - 55 residents	2.5 5	50 50	£ 105.00 £ 203.00	£ 5,250.00 £ 10,150.00
56 - 62 residents	2.5 5	58 58	£ 105.00 £ 203.00	£ 6,090.00 £ 11,774.00
1st Sept - 31st Oct	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 98.00 £ 187.50	£ 1,176.00 £ 2,250.00
16 - 25 residents	2.5 5	20 20	£ 98.00 £ 187.50	£ 1,960.00 £ 3,750.00
26 - 35 residents	2.5 5	30 30	£ 98.00 £ 187.50	£ 2,940.00 £ 5,625.00
36 - 45 residents	2.5 5	40 40	£ 98.00 £ 187.50	£ 3,920.00 £ 7,500.00
46 - 55 residents	2.5 5	50 50	£ 98.00 £ 187.50	£ 4,900.00 £ 9,375.00
56 - 62 residents	2.5 5	58 58	£ 98.00 £ 187.50	£ 5,684.00 £ 10,875.00
1st Nov - 22 Feb	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 81.50 £ 154.00	£ 978.00 £ 1,848.00
16 - 25 residents	2.5 5	20 20	£ 81.50 £ 154.00	£ 1,630.00 £ 3,080.00
26 - 35 residents	2.5 5	30 30	£ 81.50 £ 154.00	£ 2,445.00 £ 4,620.00
36 - 45 residents	2.5 5	40 40	£ 81.50 £ 154.00	£ 3,260.00 £ 6,160.00
46 - 55 residents	2.5 5	50 50	£ 81.50 £ 154.00	£ 4,075.00 £ 7,700.00
56 - 62 residents	2.5 5	58 58	£ 81.50 £ 154.00	£ 4,727.00 £ 8,932.00
23rd Feb - 31st Mar	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 98.00 £ 187.50	£ 1,176.00 £ 2,250.00
16 - 25 residents	2.5 5	20 20	£ 98.00 £ 187.50	£ 1,960.00 £ 3,750.00
26 - 35 residents	2.5 5	30 30	£ 98.00 £ 187.50	£ 2,940.00 £ 5,625.00
36 - 45 residents	2.5 5	40 40	£ 98.00 £ 187.50	£ 3,920.00 £ 7,500.00
46 - 55 residents	2.5 5	50 50	£ 98.00 £ 187.50	£ 4,900.00 £ 9,375.00
56 - 62 residents	2.5 5	58 58	£ 98.00 £ 187.50	£ 5,684.00 £ 10,875.00

Accompanying staff free on a ratio of 1:10

Day Visits	No. of days	Min. Nos.	Per Person	Min. Fee
KS2	1	25	£ 10.00	£ 250.00
KS3	1	25	£ 11.00	£ 275.00
KS4	1	25	£ 13.00	£ 325.00
KS4+	1	15	£ 15.50	£ 232.50

Campsite Charges	Min. Nos.	Per Person	Min. Fee
NCC Users & Youth Groups	20	£ 5.75	£ 115.00
Non NCC Users	20	£ 8.25	£ 165.00
Caravan		£ 17.00	per caravan

Weekend & Holiday Charges Guide Price	
Quotations based on group size & requirements on request	
Per Person	
Price per day	£71.00
Friday 4pm - Sunday 4pm	£139.00
Saturday am - Sunday 4pm	£111.00

Key Stages 4 / 4+				
1st Apr - 31st Aug	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 115.50 £ 219.50	£ 1,386.00 £ 2,634.00
16 - 25 residents	2.5 5	20 20	£ 115.50 £ 219.50	£ 2,310.00 £ 4,390.00
26 - 35 residents	2.5 5	30 30	£ 115.50 £ 219.50	£ 3,465.00 £ 6,585.00
36 - 45 residents	2.5 5	40 40	£ 115.50 £ 219.50	£ 4,620.00 £ 8,780.00
46 - 55 residents	2.5 5	50 50	£ 115.50 £ 219.50	£ 5,775.00 £ 10,975.00
56 - 62 residents	2.5 5	58 58	£ 115.50 £ 219.50	£ 6,699.00 £ 12,731.00
1st Sept - 31st Oct	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 108.00 £ 203.50	£ 1,296.00 £ 2,442.00
16 - 25 residents	2.5 5	20 20	£ 108.00 £ 203.50	£ 2,160.00 £ 4,070.00
26 - 35 residents	2.5 5	30 30	£ 108.00 £ 203.50	£ 3,240.00 £ 6,105.00
36 - 45 residents	2.5 5	40 40	£ 108.00 £ 203.50	£ 4,320.00 £ 8,140.00
46 - 55 residents	2.5 5	50 50	£ 108.00 £ 203.50	£ 5,400.00 £ 10,175.00
56 - 62 residents	2.5 5	58 58	£ 108.00 £ 203.50	£ 6,264.00 £ 11,803.00
1st Nov - 22 Feb	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 91.50 £ 169.50	£ 1,098.00 £ 2,034.00
16 - 25 residents	2.5 5	20 20	£ 91.50 £ 169.50	£ 1,830.00 £ 3,390.00
26 - 35 residents	2.5 5	30 30	£ 91.50 £ 169.50	£ 2,745.00 £ 5,085.00
36 - 45 residents	2.5 5	40 40	£ 91.50 £ 169.50	£ 3,660.00 £ 6,780.00
46 - 55 residents	2.5 5	50 50	£ 91.50 £ 169.50	£ 4,575.00 £ 8,475.00
56 - 62 residents	2.5 5	58 58	£ 91.50 £ 169.50	£ 5,307.00 £ 9,831.00
23rd Feb - 31st Mar	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5 5	12 12	£ 108.00 £ 203.50	£ 1,296.00 £ 2,442.00
16 - 25 residents	2.5 5	20 20	£ 108.00 £ 203.50	£ 2,160.00 £ 4,070.00
26 - 35 residents	2.5 5	30 30	£ 108.00 £ 203.50	£ 3,240.00 £ 6,105.00
36 - 45 residents	2.5 5	40 40	£ 108.00 £ 203.50	£ 4,320.00 £ 8,140.00
46 - 55 residents	2.5 5	50 50	£ 108.00 £ 203.50	£ 5,400.00 £ 10,175.00
56 - 62 residents	2.5 5	58 58	£ 108.00 £ 203.50	£ 6,264.00 £ 11,803.00

### Minibus Driver Hire

One free half-day off site activity per course, then if a driver has to be hired-in for additional sessions, price per driver per half day £56.50

### Day Conferences

	Per Hour	Min. Fee
Hire of Room	£ 21.50	£ 43.00
Catering	See "Other Charges"	

### Other Charges

	Per Person
Bed & Breakfast	£ 25.50
Evening Meal - Two Courses	£ 10.50
Evening Meal - Three Courses	£ 12.50
Lunch - Cooked or Buffet	£ 9.50
Lunch - Packed	£ 4.00
Tea/Coffee & Biscuits	£ 2.75

Plus VAT @ 15% if applicable

Booking Deposits are 10% of Minimum Fee

# HOLT HALL FIELD STUDIES CENTRE

## Conditions of Booking for Norfolk County Council Schools

***Please read these conditions carefully and retain them for reference. The Head Teacher's signature on the Booking Form signifies acceptance of these conditions.***

### **For all courses:**

- Children's Services is supporting the actual cost of courses to all participants.
- Use of Centre's minibuses with drivers for one offsite field visit is included in the price.
  - One staff place is free for every 10 children on the course.
- **IMPORTANT NOTE:** Please be aware before completing the application form that a minimum fee will be charged based on the number of students **booked**. If you need any clarification at this stage, please contact the office and we will be happy to assist.

## Conditions of Booking

After the school has completed and returned a Booking Application form, the Centre will write to the school confirming the booking details and requesting a deposit. The Centre will presume the booking is confirmed by the school unless the school has advised the Centre to the contrary by at least 24 clear weeks before the course is due to begin.

The following penalties will be incurred by schools cancelling a booking.

1. On receipt of the school's booking application form the Centre will send to the school written confirmation of the booking and a statement for a booking deposit of 10% of the course minimum fee. This deposit is not returnable in the event of the school cancelling the booking.
2. If cancellation of a course is made at any time between the period of 24 and 20 clear weeks before the course begins then 25% of the minimum course fee due (including the deposit) shall be payable i.e. a further 15%.
3. If cancellation of a course is made at any time between the period of 20 and 16 clear weeks before the course begins, then a cancellation fee of 50% of the minimum course fees due (including the deposit) shall be payable i.e. a further 40%.
4. If cancellation of a course is made at any time less than 16 clear weeks before the course begins, then a cancellation fee comprising the total course fees due for the number of places booked or the minimum course fee if greater shall be payable (less the deposit already paid).

**The school is strongly advised** to take out insurance to cover any costs that might be incurred if it has to cancel a booking. Please check the existing NCC School Journeys Insurance to see what cancellation circumstances are covered.

**If for any unforeseen reason the Centre has to cancel your course** every effort will be made to re-book at a time convenient to the school. If this is not possible the centre will refund the booking deposit in full to the school.

# Wells Field Studies Centre

## Norfolk County Council School Prices

1st April 2009 - 31st March 2010

### Residential and Day Course Prices

#### Key Stages 2 / 3

Summer term (1st April - 31st August 2009)			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	25	£77.50	£1,937.50
2 x 2.5 days	2 x 25	£76.00	£3,800.00
1 x 4 days	25	£109.00	£2,725.00
1 x 5 days	25	£139.00	£3,475.00

Autumn term first half (1st September - 31st October 2009)			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	25	£64.00	£1,600.00
2 x 2.5 days	2 x 25	£63.00	£3,150.00
1 x 4 days	25	£94.00	£2,350.00
1 x 5 days	25	£119.50	£2,987.50

Autumn term second half (1st November - 31st December 2009)			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	25	£60.00	£1,500.00
2 x 2.5 days	2 x 25	£58.50	£2,925.00
1 x 4 days	25	£87.50	£2,187.50
1 x 5 days	25	£109.00	£2,725.00

Spring term first half (1st January - 22nd February 2010)			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	20	£60.00	£1,200.00
2 x 2.5 days	2 x 20	£58.50	£2,340.00
1 x 4 days	20	£87.50	£1,750.00
1 x 5 days	20	£109.00	£2,180.00

Spring term second half (23rd February - 31st March 2010)			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	25	£64.00	£1,600.00
2 x 2.5 days	2 x 25	£63.00	£3,150.00
1 x 4 days	25	£94.00	£2,350.00
1 x 5 days	25	£119.50	£2,987.50

#### Key Stages 4 / 4+

1 September 2009 - 31 August 2010			
No. of days	Min. Nos.	Per Person	Min. Fee
1 x 2.5 days	15	£108.00	£1,620.00
2 x 2.5 days	2 x 15	£108.00	£3,240.00
1 x 4 days	15	£144.00	£2,160.00
1 x 5 days	15	£175.00	£2,625.00

#### One Day Course

	Min. Nos.	Per Person	Min. Fee
Key Stage 2	25	£6.50	£162.50
Key Stage 3	25	£11.50	£287.50
Key Stage 4	20	£13.50	£270.00
Key Stage 4 +	15	£16.00	£240.00

# WELLS FIELD STUDIES CENTRE

## **Conditions of Booking for** **Norfolk County Council Schools**

***Please read these conditions carefully and retain them for reference. The Head Teacher's signature on the Booking Form signifies acceptance of these conditions.***

### **For all courses:**

- Children's Services is supporting the actual cost of courses to all participants.
- Use of the Centre minibus for agreed field visits is included.
- Up to **five** staff places per course are free.

## **Conditions of Booking**

After the school has completed and returned a Booking Application form, the Centre will write to the school confirming the booking details and requesting a deposit. The Centre will presume the booking is confirmed by the school unless the school has advised the Centre to the contrary by at least 24 clear weeks before the course is due to begin.

The following penalties will be incurred by schools cancelling a booking.

1. On receipt of the school's booking application form the Centre will send to the school written confirmation of the booking and a statement for a booking deposit of 10% of the course minimum fee. This deposit is not returnable in the event of the school cancelling the booking.
2. If cancellation of a course is made at any time between the period of 24 and 20 clear weeks before the course begins then 25% of the minimum course fee due (including the deposit) shall be payable i.e. a further 15%.
3. If cancellation of a course is made at any time between the period of 20 and 16 clear weeks before the course begins, then a cancellation fee of 50% of the minimum course fees due (including the deposit) shall be payable i.e. a further 40%.
4. If cancellation of a course is made at any time less than 16 clear weeks before the course begins, then a cancellation fee comprising the total course fees due for the number of places booked or the minimum course fee if greater, shall be payable (less the deposit already paid).

**The school is strongly advised** to take out insurance to cover any costs that might be incurred if it has to cancel a booking. Please check the existing NCC School Journeys Insurance to see what cancellation circumstances are covered.

**If for any unforeseen reason the Centre has to cancel your course** every effort will be made to re-book at a time convenient to the school. If this is not possible the Centre will refund the booking deposit in full to the school.