

APPENDIX V

Terms & Conditions for Parents

We are delighted that your child is to be included on one of our Rockley Adventure School Trips. In order that the trip runs smoothly, safely and of course that everyone (accompanying staff and especially pupils) all enjoy it, we would be grateful if you could read through the following. Section 1 should be read together with your child and you should both agree to follow the guidelines. Our Behaviour Charter is also available on our website www.rockleyadventure.com/parents.

1. Behaviour and Conduct

1.1 Pupils will:

- > Whilst at the activity centre, treat all centre staff with the same respect and manners, as we would expect for all of our school staff.
- > During the outbound journey, the duration of the holiday and the return journey, be expected to behave in a way expected by both parents and school alike (all normal school rules will apply).
- > Follow the guidelines for the coach and ferry travel as detailed by the coach drivers and your teachers at the outset of the journey.
- > Follow the centre and activity rules, which are explained on arrival.
- > Take part in all of the activities, unless there is a medical reason to prevent them from doing so.
- > At all times, wear the unique identification wristband, which is issued on arrival at any of our French centres.
- > Respect other people's property.

1.2 Pupils will NOT:

- > Be allowed to smoke.
- > Be allowed to drink alcohol.
- > Bring, purchase or obtain offensive weapons.
- > Threaten, use violence or bully any other person.
- > Use or have in their possession any drugs, medication or other illegal substances.
- > Remove the unique identification wristband. Pupils without a wristband are not allowed on any activities. Wristbands deliberately removed will only be replaced upon payment of a fee.
- > Enter the tent accommodation of pupils of the opposite sex.
- > Disturb others or prevent them from getting to sleep after lights out (pupils will need their sleep for activities the following day).
- > Behave in any way which could endanger the safety or well-being of themselves, other pupils, adult staff, centre staff or members of the public.
- > Use any equipment or try any activity without the supervision of staff.

1.3 If both the Group Leader and Rockley Adventure deem a pupil's behaviour to be unacceptable eg endangering the safety of others or the quality of the holiday of others, then that pupil will be repatriated. The cost of such repatriation must be met by the parent/guardian of that pupil.

1.4 Rockley Adventure also reserves the right to charge for the full amount of the cost of repair or replacement of any of the Company's equipment damaged wilfully,

damaged under the influence of drink or drugs or damaged as a result of a group member not obeying the Company staff's instructions.

1.5 At any point prior to the date of departure, a pupil's place can be cancelled due to serious ill discipline, either in or outside of school, which may incur loss of deposits/monies paid.

2. Payment Schedule

The initial booking deposit is normally £50.00*. The second deposit is £60.00* and is due by the 1st February 2011. The balance* is due 2 months prior to the departure date. * deposits and other monies paid are not refundable upon cancellation unless the reason for cancellation falls within the terms of the group's insurance policy.

3. Cancellation

3.1 If a pupil cancels before the 1st February 2011 then all money, except for the £50.00 first deposit, will be refunded**.

3.2 If a pupil cancels after the 1st February 2011 but before 2 months of the departure date then all money, except the first and second deposits of £110.00, will be refunded, unless the reason for cancellation is covered by the group's insurance policy, in which case a claim can be made. See our website www.rockleyadventure.com/parents for information on making a claim on the trip travel insurance. **

** if a substitute pupil can take up the place then the deposit (£50 or £110) less the administration fee of £20 can be refunded.

3.3 If a place is cancelled within 2 months of the departure date then the full cost of the holiday is still due ie no refund, unless the reason for cancellation is covered by the group's insurance policy. See our website www.rockleyadventure.com/parents for information on making a claim on the trip travel insurance.

4. Insurance

All 2010 bookings will be insured under a policy arranged by Fogg Travel Insurance Services Limited. Travel Insurance is included in the cost of all our overseas activity trips, assuming the group is departing from within the mainland UK. Groups do have the option to withdraw from this policy at the point of booking, however we will require evidence that at least the same level of insurance as is offered by our own inclusive policy. Where groups opt-out of this policy we will deduct the appropriate premium cost from their invoice. Parents/Guardians should familiarise themselves with the insurance documents and satisfy themselves of the level of cover provided.

Policy Details

This insurance is arranged by Fogg Travel Insurance Services Limited, who are authorised and regulated by the Financial Services Authority and whose FSA registered number

is 307304. This can be checked at www.fsa.gov.uk/register. A copy of the policy wording is held by them. This insurance is underwritten by Union Reiseversicherung AG, UK Branch and who are authorised in Germany by BaFin and regulated by the Financial Services Authority. Rockley Adventure is an Appointed Representative of Fogg Travel Insurance Services Limited. Full details of the policy can be downloaded from our website including a key facts document giving details of the level of cover available under this policy.

If your child's health changes after booking and prior to the trip, you must contact the Group Leader and Rockley Adventure to make sure the insurance cover is not affected. Summary of Insurance Cover Medical Expenses up to £5,000,000 Cancellation/Curtailment up to £3,000 Personal Accident up to £25,000 Baggage up to £1,000 (Limited to £250 in all for valuables & £250 for any one article) Personal Money up to £500 (Limited to £200 cash) This is obviously a very brief summary of cover – please see the full policy on our website at www.rockleyadventure.com/parents and read the further information in the section on Insurance.

4.1 Claims - Loss, Damage or Theft All reasonable steps to safeguard property should be taken. The insurer will not cover valuables left unattended on a beach or not secured in the locked boot of a motor vehicle. Please note that all losses of Baggage and Personal Money MUST be reported to our Centre Manager and the Police within 24 hours of discovery.

4.2 Valuables The insurance policy provides cover for any one article, pair or set of articles, for example a set of cds, up to £250. The maximum the insurer will pay for all valuables is £250. Valuables are defined as, for example, jewellery, watches, mobile phones, cameras, Ipods, MP3 players, audio equipment (including cds) and computer games. Please be aware that personal items from the above list can mount up very quickly but if lost, stolen or damaged, the amount that can be claimed is limited to £250 in all. If at all possible please do NOT bring any valuable items on the trip – they are safer at home!

4.3 Financial Security In accordance with The Package Travel, Package Holidays and Package Tours Regulations 1992, all passengers booking with Rockley Adventure, part of Rockley Watersports Ltd, are fully protected for the initial deposit and subsequently the balance of all monies paid to us, including repatriation if required, arising from cancellation or curtailment of your travel arrangements due to the insolvency of Rockley Watersports Ltd. This protection is provided by way of an insurance policy arranged by International Passenger Protection Limited and underwritten by Insurers who are members of the Association of British Insurers.