



## Eco Challenge School Agreement and Booking Conditions

**Schools will be sent a copy of the School Agreement and Booking Conditions (below) once they have made a confirmed booking which will need to be signed and returned to Eco Challenge.**

The Eco Challenge project is funded by the Big Lottery Fund Changing Spaces programme  
The three year project will involve 7500 students from 250 schools in 22 LEAs in England

- It will offer schools a fully funded 3 night residential course for KS3 pupils at FSC Centres
- Schools will also receive up to 3 days post course support on return to school to help apply the skills learnt at a local level for the benefit of all the community
- Each school will be able to use the funding for 30 students and 3 members of staff
- Eco Challenge Project staff will inform you when you can take part

Certain LEAs have the option to take part in any one of the three years of the project. For these LEAs the total number of courses that will be offered each year is limited and courses are therefore available on a first come first served basis. There is no cash alternative to booking one of the advertised courses.

In order to participate in the Eco Challenge Project schools must agree to the following terms

- i. The funding is only available for Eco Challenge courses and post course follow up as listed by Eco Challenge
- ii. Funding is available for 30 students and 3 members of staff and will include transport to and from the school to the residential centre
- iii. Schools agree to participate in all elements of the Eco Challenge Project i.e. 3 night Eco Challenge residential course at a nominated FSC Centre, post course follow up arranged in conjunction with Eco Challenge Project Team and Eco Challenge evaluation
- iv. Schools agree that the post course follow up sessions will be completed in the term following the Eco Challenge residential course
- v. Schools will only have the opportunity to participate in one Eco Challenge residential course and up to 3 days post course support
- vi. Schools must nominate a member of staff who will take full responsibility for liaising with the Eco Challenge Project team and FSC course providers with regard to the administration, course content, post course follow up and evaluation
- vii. Schools agree to take part in Eco Challenge evaluation. Pupils and parents/guardians may be asked to contribute to this
- viii. Schools agree to the Eco Challenge booking conditions as listed below

*Please note that it is your school's responsibility to ensure that you are meeting your LEA's Health & Safety procedures for school visits. If you have any concerns consult your EVC or LEA adviser.*

## Eco Challenge Booking Procedure and Conditions

1. The school will be notified in writing with details of how to book a course via the Eco Challenge website. Eco Challenge Project Officers are available to help the school make decisions regarding residential and post course activity selection.
2. A **Provisional Booking** The course will only be held for 5 working days and does not commit you to any payment. An email with booking form will be sent to you on receipt of the provisional booking
3. A **Confirmed Booking** form must be faxed to Eco Challenge (signed by a member of the senior management team and the member of staff responsible for course administration and educational content) within 5 working days of the provisional booking. ***If this confirmation does not arrive the course will be offered to other schools again.*** The confirmed booking will commit the school to paying a holding **deposit** of £450. On receipt of a confirmed booking an Eco Challenge Project Officer will work with the school to organise the residential course and the post course follow up sessions.
4. **Deposits.** On receipt of the confirmed booking an Eco Challenge agreement will be sent including a request for payment of the deposit. Until the agreement and deposit are returned the booking will not be confirmed and there is no certainty that a place can be held for more than 10 working days after the agreement and deposit request has been despatched.
  - i. The deposit paid in respect of each course is accepted as a commitment to taking part in all elements of Eco Challenge i.e. the residential course, the post course follow up sessions in the term following attendance of the course and participation in Eco Challenge evaluation
  - ii. The deposit will be refunded in full providing all conditions outlined in 4.i are met.
  - iii. The deposit will be forfeit if the school does not participate in the post course Eco Challenge activity
5. **Cancellation.** The deposit is automatically forfeit if the booking is cancelled by the school for any reason.

If the school cancels the course more than 15 weeks prior to the date of the residential course commencement, the school can still use their Eco Challenge funding if there is a suitable alternative residential course available for them to book during that calendar year. This will require a further £450 deposit. Eco Challenge staff will try and help accommodate changes.

Cancellations less than 15 weeks prior to the date of commencement of the residential course, will result in the school losing its deposit and the opportunity to participate in the Eco Challenge project.
6. **Reduction in course size** (cancellation of places). Please inform the Eco Challenge staff immediately of any reduction of places on the course.



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