

These Youth and Schools Service Terms and Conditions are incorporated into Lee Valley Regional Park Authority's (LVRPA) [standard terms and conditions of sale](#) which apply to all purchases. Words defined in the Standard Terms and Conditions of Sale have the same meaning in these Youth and Schools Terms and Conditions.

For the purpose of these Youth and Schools Terms and Conditions:

- Youth and Schools means The Lee valley Regional Park Authority's outdoor learning education team
- We/ Our means the Youth and Schools Team
- Programme means education sessions

1. Payment information

On receipt of your booking confirmation, you will be invoiced for the full cost of your booking. Payment must be received in full at least 4 weeks prior to your visit.

2. Cancellation policy

- 2.1 We must be given at least 1 month's written notice of a cancellation or a reduction in the number of pupils attending from you which We will acknowledge in writing.
 - 2.2 You will be liable for the full cost of your booking if We do not receive written notice in accordance with 2.1 from you.
 - 2.3 In the event that We cancel your booking for health and safety reasons due to circumstances beyond Our control, such as adverse weather conditions, We will either offer an alternative date or refund the full cost of the booking if an alternative date cannot be agreed or, but for the avoidance of doubt, We shall NOT be liable for the cost of coaches, other transport or any other costs incurred by you in connection with the booking.
 - 2.4 The Parties acknowledge that the booking may need to be amended or cancelled in order to comply with any national or regional measures imposed by the United Kingdom Government (Government) in relation to the COVID-19 pandemic (COVID-19 Measures).
 - 2.5 If we have to cancel your booking due to COVID-19 Measures, 2.3 will apply and if you cancel the your booking due COVID-19 measures, We shall:
 - 2.5.1 offer you an alternative date; or
 - 2.5.2 hold your booking until a suitable date can be agreed; or
 - 2.5.3 offer a refund if an alternative date cannot be agreed and the Authority may, at its discretion, charge an administration fee in respect of its cost for processing the refund.
 - 2.6 The Authority's staff at its sole discretion shall the have the right to cancel a programme if the behaviour of the group members threatens the health and safety of the group, Authority staff, the Authority's equipment, members of the public and/or wildlife in the Park.
- ## 3. Your responsibilities
- 3.1 Teachers and other group leaders are responsible for the overall behaviour and safety of the group at all times.
 - 3.2 Teachers and other group leaders will ensure that they follow United Kingdom Government, Local Authority and additional guidance requirements of your local establishment's policies and follow applicable COVID-19 Measures.
 - 3.3 Groups/individuals must not attend if showing symptoms of COVID 19 or have been advised to isolate

- 3.4 Groups must bring hand sanitiser and wash or sanitise hands regularly.
- 3.5 Groups must follow the instructions given by Authority staff at all times.
- 3.6 Teachers and other group leaders shall insure that they have read the guidance notes for leaders visiting the Park which contains important information that must be read prior to your visit to the Park. They are available to download from Our website www.visitleevalley.org.uk/education.
- 3.7 Group leaders will advise the Authority's staff of any special needs requirements.
- 3.8 Programme information
Orienteering /Cunning Running .This activity involves splitting the class into smaller groups which the We strongly suggest are each supervised by an adult if the students are below Year 9. Final decisions on supervision are the responsibility of the school. However, please note that the Park contains many areas of water and is a public place so ensure you bring sufficient adults for the pupils concerned as Our staff cannot be used for group supervision.
- Stone Age Discovery Day. We recommend 5 adults per group of 30 pupils. Long hair must be tied back for this programme.
- Adequate supervision must be provided by the school/group. We recommend 4 – 5 adults per 30 pupils.
- 4. Indemnity**
Kindly note that by making a booking with the Authority you agree to indemnify the Authority against any loss or damage occasioned by you or your party's fault or negligence to any Authority equipment used by you or your party during the course of your visit.
5. We reserve the right to make changes to the advertised programme offer.
6. The Authority reserves the right to amend these Youth and Schools Terms and Conditions from time to time and without notice.