

# Agreement of Terms for English Camps



This agreement outlines the general terms for the organisation of an English Camp.

## Programme outline

As standard an English Camp will run between the hours of 09:00 – 16:30 Monday – Friday for 1 or 2 weeks (5 or 10 days) with a Final Presentation on the final Friday afternoon. Every day the students will have 4 sessions – 2 English lessons and 2 activity sessions - of 75 minutes each, provided by our English Experience team.

## Classes

- Minimum of 24 students
- Minimum of 2 classes of students (similar-aged students within each class)
- Maximum class size of 15 students (subject to suitable levels)
- It is the responsibility of *your organisation* to ensure there is an appropriate spread of ability for the number of classes. *The English Experience* will not provide additional staff and classes beyond the agreed ratios.

## Staffing

There is a minimum staffing ratio of 1:11. For example, with 24-32 students there will be 3 staff provided by *The English Experience*.

*Your organisation* will provide an English-speaking contact (the local organiser), available in person or by phone for the duration of the camp, to assist the English Experience staff if necessary.

## Supervision

*The English Experience* staff will supervise the children throughout the hours of the camp, including break times. All lessons and activities will be conducted on site at the school venue.

It is the responsibility of *your organisation* to ensure that *The English Experience* staff have been made aware of any specific supervision requirements.

## Venue

Separate classrooms (1 per group), a separate teachers' room with photocopying, printing and internet facilities, and space for sport and art sessions to be provided by *your organisation* at the venue of the English Camp.

## Materials

All materials necessary for the running of the camp (and all lessons and activities) will be supplied by *The English Experience*. These materials will be sent in advance of the camp to the location of the camp provided by *your organisation*.

## Staff accommodation

English Experience staff will be accommodated in host family accommodation from the Saturday before the camp until the Saturday afterwards, in single rooms, with all meals provided. See the English Camps Financial Information document for payment information.

Subject to receiving all necessary information, payment will be made directly to the host families by The English Experience within 15 working days of the end date of the English Camp.

## Cost

Please see the English Camps Financial Information documents for current pricing.

Full payment must be made at least 4 weeks prior to the start date of the camp. A partial refund is available if cancellation is made before the start date of the camp. Please see the cancellation section.

Any late registrations will be considered at the discretion of *The English Experience*.

## Method of Payment

Option 1:

*The English Experience* will provide a unique reference and instructions to allow students to pay directly to *The English Experience*. *Your organisation* is responsible for ensuring payments are made using the correct reference and to maintain records of student registrations and payments made.

Option 2:

*The English Experience* will invoice *your organisation* for the full cost of the course.

## Cancellation policy

On cancellation of a single registration after full payment has been made but before the start date of the English Camp, *The English Experience* will retain €50 and the remainder will be refunded. No refunds will be made once the English Camp has begun unless due to illness.

If student falls ill during the English Camp and cannot attend the rest of the course, a doctor's note must be provided. In this circumstance, any whole days not attended will be refunded pro rata. Refunds due to other exceptional circumstances may be considered at the discretion of *The English Experience*.

Should the camp be cancelled by *your organisation* within 30 days of the start date, *your organisation* will be liable for £250 (exchange rate to be applied at the time of cancellation) per staff member. Any registrations already taken will be refunded to the students. Any costs incurred by *your organisation* are the loss of *your organisation* and should not be recouped at the cost of the parents/school.

Should the camp be cancelled by *The English Experience* within 30 days of the start of the camp, student registrations will be refunded in full.

If *The English Experience* is unable to provide the course due to reasons out of our control such as natural disasters, infectious diseases, acts of war or terrorism, airline strike etc *The English Experience* will retain €50 per student and the remainder will be refunded.

## Payment to your organisation and local organiser

The English Experience makes a fixed payment per student to *your organisation*, as recompense for the cost of the organisation of the camp and the assistance of the local staff.

The English Experience operates a sliding incentive scheme to compensate the local organiser for their contribution. This should be an individual based in the school, usually an English teacher.

Full details of payments for the current year are found in the English Camps Financial Information document.