

# High Borrans

## 'Top Tips' for planning your visit to High Borrans Outdoor Education Centre

### Plan early:

- Early planning is crucial. The best thing you can do is start the process as soon as your Provisional Booking is in place.
- Booking conditions require that you are charged for the number stated on your booking form. Don't overestimate the numbers and then be charged for non-attendees.
- Consider securing a non-returnable deposit from parents or carers as soon as possible to inform the number of places on your booking form by ensuring a commitment from them.
- Set up a payment plan to encourage and support parents or carers to pay well in advance. Most schools are cashless and have an online payment system which allows parents or carers to make a payment at any time and not be restricted to school office hours. Create a deadline for set amounts of the balance to have been paid. (Parent Mail!)
- Ask for final payments to be received in time for you receiving the invoice. Invoices are raised 3 months prior to the visit at which time full payment is expected.
- Is it possible to communicate with parents or carers while still in the feeder schools, or a lower year group to allow more time and secure commitment?
- Do ask about group sizes. We will always consider smaller groups at quieter times of the year and on weekends.

### What can High Borrans do to help?

- All of our up-to-date documents are available on our website and staff at the centre are always willing to talk over any difficulties and work with our schools to find a solution. [highborrans.org.uk](http://highborrans.org.uk)
- Coopers Tourmaster currently offer a reduced rate to schools to travel to and from the centre. They will happily support schools from beyond North Tyneside as well. [cooperstourmaster.co.uk](http://cooperstourmaster.co.uk)
- We offer a PowerPoint to present to your parents or carers during your recruitment. Do you have any students who have visited the centre previously who could speak and support the cause?
- Could we offer a Q & A session by video call during your parent or carer information meeting?

### When funding is difficult have you considered:

- A shorter course. We offer split weeks, or could you share with another school? This could provide a brilliant educational opportunity but needs to be planned well.
- A weekend course, or a long weekend option
- A shared year group to fill extra places
- Pupil Premium or other funding available from the local community

Above all please talk to us! We want to provide your children with a great opportunity. Any further suggestions are welcome.