

Enhancing a child's education and development by providing an overseas school trip has undoubted benefits. But probably the last thing to go through your mind when booking your school's next trip is that the tour operator you have made your arrangements might go out of business and leave your teachers and pupils stranded or without their trip and money.

Sadly there have been tour operator failures in the past that have affected schools, and with an array of travel industry logos and badges in brochures and promotional material, it can be difficult to know which one would look after you if your tour operator went out of business. ATOL has been providing financial protection to air travellers for nearly 30 years and we've put together some advice and a check list for schools to ensure that your next school trip is fully protected.



financial protection for overseas school trips

ATOL stands for Air Travel Organisers' Licensing. Managed by the Civil Aviation Authority and Government backed, ATOL financially protects all flights and air packages sold by UK tour operators, covering over 29 million travellers each year.

From the moment you pay, ATOL protects your money against the insolvency of over 1,800 of the UK's licensed tour operators. If an ATOL tour operator stops trading, we'll refund your money. If you're on holiday, we'll bring you and your group home as planned. No worry, no expense.

To check you're ATOL protected, look for the ATOL Protected logo in brochures and on websites. If a tour operator offering air packages hasn't got one, don't book. You may be putting your school and your pupils' money at risk.

All ATOL tour operators can be checked out at our website: www.atol.org.uk.

You can also e-mail us on advice@cpg.org.uk or telephone 0207 453 6430 during office hours.



**DON'T GO
WITHOUT**

Does ATOL Protection cover just flight only bookings? - If you book and pay a deposit for a flight with a tour operator or travel agent, your invoice is your proof of booking with the ATOL tour operator. If you get an ATOL invoice or receipt your money is protected. If you pay in full and receive your airline tickets straight away, the airline is responsible for your flights.

What if the airline goes out of business? - If a scheduled airline goes out of business you're protected only if the seat is bought from an ATOL holder or as part of an ATOL package. If you receive tickets straight away, or you book direct with an airline, you may not be protected unless you take out insurance or you pay by credit card and are covered by the Consumer Credit Act. When booking direct with an airline, including the so-called 'no-frills' carriers, you are not ATOL protected.

What if I want to buy our travel arrangements independently with different suppliers? - If you book each element of your school trip arrangements direct with airlines, accommodation suppliers and coach transfer operators, these won't be ATOL Protected. If one of the suppliers fails, you could find yourself having to make other arrangements at extra cost. ATOL tour operators can put together packages to suit all needs, and all elements of an ATOL Protected package are covered - even when suppliers fail.

Useful web links:

www.atol.org.uk
www.fco.gov.uk
www.teachernet.gov.uk
www.dfes.gov.uk
www.standards.dfes.gov.uk



use our check list to ensure your school booking is ATOL protected !



School Check List - Booking direct	Yes?	School Check List - Booking via travel agent *	Yes?
Does the school trip include flights?	<input type="checkbox"/>	Has the agent told you which ATOL tour operator you're booked with?	<input type="checkbox"/>
Does the tour operator hold an ATOL?	<input type="checkbox"/>	Does the ATOL number check out?	<input type="checkbox"/>
Does the ATOL number check out?	<input type="checkbox"/>	Have we received an ATOL receipt from the agent?	<input type="checkbox"/>
Have we received an ATOL confirmation?	<input type="checkbox"/>	Have we received an ATOL confirmation from the tour operator ?	<input type="checkbox"/>

* If you're booking through a travel agent, they must tell you which ATOL tour operator they have booked you with and provide you with a ATOL receipt which includes this information. They must also provide you with a copy of the ATOL tour operator's invoice. If your travel agent goes out of business the ATOL tour operator is still responsible for your booking

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