

## HOLIDAY COURSES TERMS AND CONDITIONS

1. All bookings and payments must be made via the website, including where payment is made using childcare vouchers. A place is not reserved without full payment and receipt of an email confirming the booking.
2. Parents must provide two up to date and contactable emergency telephone numbers. As well as medical and dietary information for each child attending the courses.
3. Bookings are requested by 09:00 on the Monday preceding the following week's course. This is to allow sufficient time to ensure adequate staffing. There is no guarantee that a course can be offered after this time, therefore, please do not arrive on the first day of the course expecting a place as there may not be one available.
4. Places are limited and bookings will be taken on a first come, first served basis. If a course is full, names will be added to a waiting list and please note that this does not guarantee a place on the course. You will be contacted prior to the course if a place becomes available.
5. Joining Instructions and a campus map will be sent on the Thursday preceding the following week's course.
6. Refunds will be given in the event of any course being cancelled by Loughborough Schools Foundation. All fees paid will be forfeited by any family cancelling a course within 14 days of the course start date. No transfer of days or refunds will be issued for illness, unless a doctor's note confirming medical reasons for absence is received.
7. Loughborough Schools Foundation reserves the right to withdraw any student from a course for behaviour that we deem to be detrimental to the smooth-running of the course or which might interfere with the safety of any other participants on the course.
8. Regulations made for the safety and comfort of course members must be observed.
9. Loughborough Schools Foundation cannot accept responsibility for any personal loss or damage to property or any injury sustained by participants.
10. We may take still/video images during our courses for the purpose of producing promotional material and for sharing on social media. We assume all participants have consented to be included in photography unless otherwise stated on your booking form.
11. Bookings are for a minimum of three days per week, per child, a further fourth and fifth day can be booked, for coverage for the full week.
12. Daily session run from 8:00am until 4:00pm for a standard day.

13. An Extended day can be booked additionally to the standard day, each of these sessions end at 5:45p.m. Parents shall collect the pupil promptly at the end of each afternoon session.

We reserve the right to:

- charge a late collection fee of £15.00 per late collection per child; and/or
- refuse any booking from the parents for any subsequent term if the parents have collected the pupil late on three or more occasions during the term.

14. Qualified medical staff will be always onsite in case of any incidents requiring medical attention.

**February 2024**