

Booking Form

Please complete the form and return it with a deposit
or the full amount to Uppingham Summer School,
Balmaghie, 25 High Street West, Uppingham, Rutland LE15 9QB

For office use only:
Date received
Amount paid

Section 1 Booking Contact (i.e. an adult responsible for payment to whom all correspondence will be sent)

Title Forename Family Name
Address Postcode
Tel: Home Work Mobile
Email address
May we send confirmation, final details and other communications by email? Yes No

Section 2 Course Attendee(s) (this may be the same person as above or may be, for example, a child whose parent(s) is the booking contact)

Attendees Name(s) (Note 1)	Sex M/F	Age	Course	Course Dates	Course Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

1. Please give forename, followed by family name - if attendee wants a different name on their name badge please include this in brackets between forename and family name
2. For Music courses, please also complete Section 4 below

Section 3 Accommodation (see General Information and Booking Conditions)

Accommodation

Children attending courses residentially are invited to check in on Sunday evening prior to the course starting. Full details will be sent with joining instructions prior to the course. If they have friend(s) or family of the same sex attending the same week with whom they wish to share a room or be roomed near, please give their name(s)

NB We always try to satisfy requests for friends to be near each other but need to know at this stage as it is not generally possible to change once rooming lists have been completed.

Section 4 Additional information for attendees

Music Course Attendee	Instrument	Grade	Date Taken	Mark Achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

School currently attended

Sports Course Attendee	Ability	Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Uppingham Orchestra Course (Adults only)	If you play other instruments (details of playing experience)	What experience of playing in a Symphony Orchestra?
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list any special dietary or health or mobility requirements

Section 5 Payment

Full payment required with booking unless indicated otherwise. A 10% discount will apply on select children's course bookings (see brochure or website for details) if full payment is made at the time of booking and before 31st January 2017 for Easter courses and 31st March 2017 for summer courses. Otherwise a deposit of £150 can be paid for summer courses with balance due by 17th June. Cheques should be made payable to 'Uppingham School'.

I enclose DEPOSIT ONLY or FULL PAYMENT of £ *(see below) by CHEQUE CREDIT CARD (tick as appropriate)

Credit card number Start date (if applic)

Expiry date Issue No (if applic) Last 3 digits of security code on signature strip

Signature

I confirm I have read and understood the conditions set out in this brochure and agree to abide by them

Signature

Date

Course Consent Form

To be completed by parents booking courses for children under 18.

Course Attending

Dates Residential Non-Residential

Student Name Date of Birth

Male Female Age at course

Existing Condition: Does your child have an existing medical condition requiring medical treatment/medication? Yes No

If YES, details:

Infectious Diseases: To the best of your knowledge, has your child been in contact with or suffered from any contagious diseases in the last 4 weeks (eg. Chickenpox/Measles/Whooping Cough etc.) Yes No

If YES, details:

Allergies: Does your child have any allergies (eg. food, medication, sticking plasters etc.) Yes No

If YES, details:

Medication: Should your child require treatment for symptoms such as headaches, insect bites or other minor pain, our pastoral and welfare team will offer medication as appropriate (paracetamol, ibuprofen or anti-histimine) to treat them. Please tick here only if you DO NOT WISH our pastoral team to administer any of these medications.

Diet: Please outline any special dietary requirements of your child

Person to Notify in Case of Emergency

Name (1)	<input type="text"/>	Relationship	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
		Mobile Phone	<input type="text"/>
Name (2)	<input type="text"/>	Relationship	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
		Mobile Phone	<input type="text"/>
Name (3)	<input type="text"/>	Relationship	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
		Mobile Phone	<input type="text"/>

Medical Consent Declaration (please tick to confirm your agreement)

1. I agree to inform the Enterprise Manager as soon as possible of any changes in medical circumstances between the information provided here and the start of the course
2. I understand and accept that in the event of an emergency every effort will be made to obtain my consent to any treatment including the administration of an anaesthetic. But if this proves impossible I agree that the Enterprise Manager may act in 'loco parentis' and give permission for my son/daughter to receive any Anaesthetic and Surgical procedure deemed necessary by the medical authorities treating him/her.

Pre-Course Agreement

1. Activities: All course activities may vary and programmes altered. Various sports (swimming, tennis, football, rounders etc) and leisure activities (treasure hunts, quizzes, games etc) and off-site activities (Laserquest, theatre trips) may be offered during the course. I agree to my child taking part in any of the above activities or any other similar activities consistent with the nature of the course and acknowledge the need for obedience and responsible behaviour on his/her part.

2. Mobile Phones - Uppingham Summer School strongly recommend that children do not bring mobile phones to the Summer School due to the risk of loss or theft. The school has an internet facility (with filters to ensure safe access for children) on site. I agree that if my child brings a mobile phone to school he/she is totally responsible for it and that Uppingham Summer School has no responsibility in the event of loss or theft of the phone. Phones belonging to younger children will be collected and kept for safekeeping at night.

3. Photographs are often taken during the course for use in marketing future Summer School courses via the Summer School brochure, website, advertisements and social networking sites. Children will not be identified by name in any photographs without the prior consent of the parent or guardian. I agree to my child's photo being used within suitable and responsible guidelines for publicity of the Summer School, unless Uppingham Summer School has been notified in writing in advance of the course that I do not wish my child to be photographed.

Please type or sign your name here to confirm that you agree to the terms and conditions outlined above

Date

General Information, Terms & Conditions

Catering – Non-residential students

During breaks we provide coffee/tea for adults and squash for children. Children attending full day courses should bring a packed lunch to be eaten in a supervised area during the lunch break. Adults may eat in one of the many cafes or restaurants in town or bring a packed lunch.

Payment and Cancellation

1. Payment can be made by cheque, credit card or by direct bank transfer. Please contact Uppingham Summer School for details if you wish to pay by bank transfer. Cheques should be made payable to 'Uppingham School'.
2. Payment is required in full at the time of booking unless indicated otherwise.
3. An early booking discount of 10% will apply to bookings for select children's courses made before 31st January 2017 for Easter courses and 31st March 2017 for summer courses, provided FULL payment is received at the time of booking.
4. Otherwise, places on **summer residential courses** costing more than £300 can be secured by payment of a deposit of £150, with the balance payable by 17th June.
5. Places on any Summer School courses are not guaranteed until confirmed in writing by Uppingham Summer School.
6. A cancellation is only effective when notification is received in writing by Uppingham Summer School. The following cancellation charges will apply:-
 - Cancellation more than 90 days before course start – full refund.
 - Cancellation less than 90 days but more than 30 days from course start – administration charge of £150 will be levied.
 - Cancellation 30 days or less from course start – full sum due.
7. We regret that we are unable to offer refunds for cancellations made 30 days or less from the course start date due to illness.
8. Please note that online bookings for the **Uppingham Orchestra Course** are only considered as provisional applications until confirmed with a separate acceptance letter. To ensure a full, balanced orchestra, places in some sections of the orchestra are necessarily limited, and some applicants might be unsuccessful. Deposits will be refunded in full to unsuccessful applicants

General

1. Uppingham Summer School reserves the right to cancel a course if numbers enrolled have not reached a minimum requirement which varies from course to course.
2. The Summer School reserves the right to change advertised tutors/coaches and amend the programme where it is found to be unavoidable or in the best interests of the students.
3. Uppingham Summer School reserves the right to exclude any student if, in our view, the student's presence makes it difficult for the course to function properly.
4. Uppingham Summer School will not accept responsibility for any loss of enjoyment due to adverse weather conditions, industrial disputes or any other cause beyond the control of Uppingham Summer School. Although we aim to offer a wet weather alternative, this cannot always be guaranteed, and in some cases severe inclement weather may result in cancellation of a course or part of a course.
5. Where any student or parent/guardian has any concern or complaint about any course or any aspect of the course, he/she should address the matter immediately in writing to the

Uppingham School Enterprise Manager. Our aim is to ensure courses fulfil expectations as far as possible, and we would always wish to rectify any issues raised. We regret we are unable to offer any recompense for complaints not brought to the attention of the Enterprise Manager at the time.

6. Full details of your course, including a list of any materials that may be required, will be sent to you in advance of the course starting date.
7. **Uppingham Summer School or a representative may photograph or film courses and participants. Photographs and films will be used for marketing and promotional activities such as the Summer School brochure, advertising, website and on social networking websites. By agreeing to the terms and conditions, consent will be presumed unless Uppingham Summer School is notified in writing in advance of you or your child attending the course.**
8. Smoking is not permitted in any of Uppingham School's buildings or on Uppingham School grounds.

Parental Consent Forms

Parents/guardians booking places for children aged eighteen and under are required to complete a Parental Consent Form for each child attending. This should include emergency contact details, dietary needs and allergies, and be returned with your Booking Form.

10% Early Booking Discount

An early booking discount of 10% will apply to bookings for select children's courses made before 31st January 2017 for Easter courses and 31st March 2017 for summer courses, provided FULL payment is received at the time of booking.