

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
summerschool@uppingham.co.uk

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 afternoon 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 website for details) if full payment is made at the time of booking and before 31st January 2018 for Easter courses and 31st March 2018 for summer courses. Otherwise a deposit of £150 can be paid for summer courses with balance due by 15th 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 understand Uppingham Summer School's Terms & Conditions 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

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 Head of Pastoral Care 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.

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"/>

Terms & Conditions

Photography

We value the opportunity to capture the activities we undertake, and so Uppingham Summer School staff or a representative may photograph or film courses and participants. Photographs and films will only ever be used for marketing future Summer School courses via the Summer School brochure and website, in advertising (both locally and nationally) or on social media platforms such as Twitter, Facebook and Instagram. Children will never be identified by name in any photographs without the prior consent of the parent or guardian.

I AGREE to my/my child's photo being used within the guidelines outlined above for publicity of Uppingham Summer School.

I do not wish my/child's photo to be used by Uppingham Summer School

Terms & Conditions

I confirm that I have read and understood Uppingham Summer School's Terms & Conditions

Signature

Date

Uppingham Summer School Terms & Conditions

Your booking constitutes a request to us to reserve a place for you on an Uppingham Summer School Course. Bookings are subject to acceptance by us, and places on any Summer School course are not guaranteed until paid for in full and confirmed in writing by Uppingham Summer School.

General

1. Uppingham Summer School reserves the right to cancel a course if numbers enrolled do not reach the minimum required. This number will vary from course to course.
2. Uppingham 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 students.
3. Various sports and leisure activities (e.g. swimming, football, ten-pin bowling, discos) may be offered during the course, both on and off-site. By booking a course for your child, you agree to your child taking part in these activities or similar activities consistent with the nature of the course.
4. 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.
5. 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.
6. 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.
7. Where any student or parent/guardian has any concern or complaint about a course or any aspect of a course, they should address the matter immediately in writing to the Uppingham School Enterprise Manager. Our aim is to ensure that all our 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.

Payment Terms and Cancellation Policy

1. Payment in full is required at the time of booking unless indicated otherwise.
2. An early booking discount of 10% will apply to bookings made before 31st January 2018 for Easter courses and before 31st March 2018 for summer courses. This discount only applies to select courses as indicated, and provided that payment is made in FULL at the time of booking.
3. Otherwise, places on summer residential children's courses costing more than £300 can be secured with a £150 deposit payment, with the balance payable by 15th June 2018.
4. If these payment terms are not adhered to, Uppingham Summer School have the right to cancel the relevant booking.
5. You may cancel a course booking at any time. To cancel a booking, you need to inform Uppingham Summer School in writing.
6. The following cancellation charges will apply:-
 - Cancellation more than 90 days before the start of the course – refund in full.
 - Cancellation between 30 and 90 days before the start of the course – an administration charge of £150 will be levied.
 - Cancellation less than 30 days before start of course – no refund due.

7. If for any reason Uppingham Summer School cancels a course you have booked, you will be eligible for a full refund of the course fee that you have paid, unless you would prefer to change to another course. In this case, you will be refunded the difference if you move to a cheaper course but you will need to pay the difference if you move to a more expensive course.

Liability

1. The liability for losses you suffer as a result of us breaking this agreement is strictly limited to a refund of the course fee that you paid us. Liability shall not extend to loss of income, loss of business, loss of profits or contracts, loss of anticipated savings, loss of data, or any indirect or consequential loss, damage or expense.
2. This clause does not limit in any way our liability resulting from any fraud or misrepresentation, or for death or personal injury caused by our negligence.
3. We strongly recommend that younger children do not bring a mobile phone or other portable devices to the Summer School. Uppingham Summer School will not assume liability for the loss, theft or damage to the personal property of course attendees.

Events Outside Our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under a contract that is caused by events outside our reasonable control including, without limitation, strikes, lock-outs and other industrial disputes, breakdown of systems or network access, Force Majeure, explosion or accident.

Privacy

We process information about you in accordance with the Uppingham Summer School Privacy Policy. By using the Uppingham Summer School website, you consent to such processing and you confirm that all data provided by you is accurate.

Parental Consent Forms

Uppingham Summer School requires a completed Parental Consent Form for each child attending; this must be completed at the time of booking. The information must include emergency contact details for all children under the age of 18 years.

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Variations to Terms and Conditions

We have the right to revise and amend these terms and conditions from time to time to reflect changes in market conditions affecting our business, changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities. You will be subject to the policies and terms and conditions in force at the time that you book courses with us.