



**Student Enrolment form to be completed by parent or guardian**

**Student Information**

Student Full Name -		Date of birth:	
Address:			
		Post code	
Email address:		Contact NO:	
Name of the current school:		School Year:	

**Course Confirmation**

SUMMER CAMP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
ROBOCAMP						
MATHRICKS						
SPEED READING						
CREATIVE WRITING						
SCIENCE BOOT CAMP						
FINE ARTS						

EASTER CAMP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
ROBOCAMP						
MATHRICKS						
SPEED READING & COMPREHENSION						
CREATIVE WRITING						
SCIENCE BOOT CAMP						
FINE ARTS						

Payment Instalments	<b>TWO INSTALLMENTS</b> <input type="checkbox"/> - 10%	<b>ONE INSTALLMENT</b> <input type="checkbox"/> - 5%	<b>TOTAL</b> <input type="checkbox"/>
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Kindly pay the DESIGNATED AMOUNT TO; by cheque payable to 'HOLIDAY SCHOOL' or cash or via a bank online transfer to the following account.  
If paying via bank transfer, please include the name of the child as payment reference.

Account Name: **HOLIDAY SCHOOL**      Account Number: **23870761**      Sort Code: **090129**

**Medical Information**

1. Does the above named student have a known medical condition that we need to be aware of?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details:
2. If yes, please confirm that your child knows which substances they are not allowed to consume.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

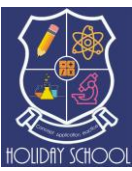
*Declaration :I consent to any necessary emergency medical treatment whilst my child is attending the course and authorize the staff to sign any form of consent required by medical staff if a delay in obtaining my signature could endanger my child's health or safety. I confirm that I have read and agree to Terms and Conditions of HOLIDAY SCHOOL accompanied with this enrolment form.*

Signature:		(For Online Submissions) I confirm, <input type="checkbox"/>	Date:
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**Emergency Contact Information**

Contact 1	<b>Parent/Guardian Name:</b>		Relationship to child:
	<b>Address:</b>		Telephone:
Contact 2	<b>Parent/Guardian Name:</b>		Relationship to child:
	<b>Address:</b>		Telephone:

**Please Read the terms and conditions (overleaf)**



## Terms & Conditions

### Premises

All teaching and assessment will take place at the respective centres. Our main head office address is Suite 9, Neal's Corner, No.2 Bath Road Hounslow TW3 3HJ.

### Course

The course comprises of the topics as mentioned in the Holiday School brochure. However, some topics may be subject to alteration or change without notice.

### Enquiry

All course related enquiries should be referred to Holiday School Limited Administration between 09.30 and 17.00 hours on Monday to Friday at Suite 9 Neal's Corner, 2 Bath Road, Hounslow, Middlesex - TW3 3HJ. In the event of any query, please call 020 8814 2551 or send an email to: [info@holidayschool.co.uk](mailto:info@holidayschool.co.uk)

### Teaching

Teaching will be provided by qualified and experienced tutor/s.

### Payment

All payment for the respective course have to be paid at the time of booking the seats along with admin fee of £25.00 (non-refundable), as the no of seats are limited and the content is made as per the bookings

### Refund

We operate on no refund policy as the seats are limited in every workshop and the content is made as per the booking unless notified one month before the course starts.

### Attendance

Please note, it is the responsibility of the parent/guardian to ensure that the child attends each session of the course to gain the maximum benefit from the course.

In case of any unavoidable circumstances the child remains absent; please notify the Holiday School's Administration as soon as possible.

### Missed Lessons

If a child misses a lesson for any reason, the class will not be repeated or refunded, without prior arrangement with the Management or exception of long term (more than 3 days consecutively) illness certified by GP or without prior arrangement or agreement with Management.

### Illness

Any child suffering from any form of contagious illness will not be admitted to the class for concerns of health of other children. Should a child be taken ill during a session, the named parent/guardian will be informed immediately and will be expected to collect the child as soon as possible.

### Homework/ Kit

Each student will have his own content/ science experiments kit which will be his/her own property once the workshop is commenced.

### Behaviour

Misbehaviour towards any of the tutors, staff of the company, or any of the other students will not be tolerated at any time.

### Arrival and Collection

It is the responsibility of the parent/guardian to bring their child into to the venue before their lesson and to collect them promptly at the end of the session. Children will not be permitted to leave the premises under any circumstances unless accompanied by named parent/guardian.

Children will only be released to named adults unless prior notification has been given. In the event that you are unavoidably delayed, please inform us by calling the Holiday School Administration team on 020 8814 2551

**We strongly discourage late collection of children in the interest of safety and well-being of the child.**

### DBS Checks

Our tutors are subjected to an enhanced check by the Disclosure and Barring Service (DBS). There is also a qualified first aider on site throughout the duration of the course.

### Fire Safety

Fire prevention, precautions and equipment are reviewed and checked regularly. Emergency evacuation procedures are practiced throughout the year at the premises.

### Valuables

Please note that, in the interests of safety, Holiday School does not allow mobile phones to be switched on during the entire sessions. We strongly advise that valuables and gadgets of any kind are not brought on to the premises. Holiday School does not accept liability for any damage or loss to property while the child is on the premises.

**Inability to execute lessons** If Holiday School is unable to fulfil any services due to events beyond our control i.e. climatic, criminal, strikes etc. we will not be held liable.

### Copyright

All of Holiday School course materials are subject to copyright. Photocopying or any other means of reproduction are strictly prohibited without written permission from Holiday School Ltd. Any unauthorised reproduction will be subject to legal proceedings.

### Complaints Procedures

Any problems should be first discussed with the local staff at office who will make every effort to address the grievance. Should the problem remain unresolved, it should be raised with Holiday School Management in writing or requesting an appointment. The matter will be investigated, and the outcome will be communicated on the phone and in writing within 5 working days.

By signing the registration form you are agreeing to the storage and use of the information you have supplied for administrative purposes only.

**Photographs of the students may be taken occasionally during their stay with us for use in promotional materials such as brochures and the website.**

**Please indicate if you agree for your child's photo to be used for these purposes. YES  NO**

I/we have read and understood the terms and conditions of this agreement and accept them without any objections. I/we guarantee that I/we shall remain personally liable to the company for all sums due under this and any other connected agreement and time of payment shall be of the essence.

I/we shall be liable for and shall indemnify the company against all costs and expenses (including any legal costs on a full indemnity basis) incurred or sustained by the company in enforcing any of the above mentioned terms.

### Parents/Guardian Name

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### Signature of parent or guardian

..... Date