

Tudor Hall Summer Camp

Booking Form

Parent/Guardian

Title: _____ First Name: _____ Surname: _____

Address: _____

_____ Postcode: _____

Tel (home): _____ Tel (work): _____

Mobile: _____ E-mail: _____

Alternative contacts during camp: _____

	CHILD 1	CHILD 2	CHILD 3
First Name			
Surname			
Date of Birth (dd/mm/yy)			
Dates			
Request to be with a friend (please supply child's name)			
Special Requirements e.g. disabilities, allergies, non-swimmer etc. Please continue on a separate sheet if necessary			

Doctor's Name and Telephone Number			
Does your child carry an epipen? Please give further details			

Additional Information

- Please tick if you agree to a Tudor Hall Summer Camp member of staff administering first aid and seeking medical advice or emergency treatment if necessary.
- Please tick that you acknowledge that Tudor Hall Summer Camp has legal obligations in relation to Child Protection and a copy of the school's policy is available on request.

Payment Details

- The cost of the Summer Camp is £25.00 per child per day (to include all activities), £10 of which is a non refundable deposit.
- Cancellations are possible up to 14 days before the first date of your booking with loss of deposit only.
- Payment is by cheque only (payable to **Tudor Hall School Ltd**) and payment in full must accompany this booking form.

Child	Number of Days	Total Cost@£ 25.00 per day
Total		

Please sign and confirm details of your booking and that you understand the booking conditions attached.

Signed _____ **Date** _____

**FAO - Lesley Evans or Anna Saunders
 Tudor Hall Summer Camp, Tudor Hall School, Wykham Park, Banbury, Oxon
 OX16 9UR Tel: 01295 263434**

BOOKING CONDITIONS

1. All bookings are confirmed in writing.
2. In exceptional circumstances Tudor Hall may have to cancel particular dates. We will endeavour to give 14 days notice and to offer an alternative date; otherwise a refund will be given if preferred.
3. Our Public Liability Insurance covers all children.
4. In the event of an accident our staff will administer first aid or, if necessary, the emergency services will be called. Essential medication must be handed into the Site Manager for safekeeping. Our staff are trained in the administration of an epipen, but we will accept an additional demonstration given by the parent/guardian.
5. Changes may occur in the programme and we will endeavour to inform parents as quickly as possible. Activity programmes are subject to weather and other circumstances beyond our control.
6. We may take photographs of the children for promotional purposes, please let us know if you would prefer that your child is not included in the photographs.
7. Tudor Hall is an equal opportunities employer and as such we do not tolerate discrimination or bullying of any kind. We have a legal obligation in relation to Child Protection and as a caring school any suggestion of child abuse or neglect will be reported to the appropriate authorities.
8. To enable your child to enjoy the programme to their full potential we would be grateful if parents of children with special needs contact the school, so that we can consider the best way to accommodate their needs and whether special arrangements need to be made.
9. On the rare occasion that a child proves incompatible with the well being of the other children (e.g. bullying, disruptive or aggressive behaviour) we reserve the right to exclude such children. A refund of the remaining days booked will be given.
10. Tudor Hall is registered under the Data Protection Act. We will keep your details for future mailings of the summer camp unless you indicate otherwise.

Please tick if you do not want your details kept on the mailing list:
11. Please do call if you have any concerns or suggestions regarding the care of the children and the programme. In the first instance please speak to the Site Manager, or for more serious issues contact the Headmistress or the Bursar. If we are not able to resolve the issue to your satisfaction you can contact Ofsted, our regulator quoting the site registration number.