



GIGGLESWICK
SCHOOL

HOLIDAY COURSES - TERMS AND CONDITIONS

1. Bookings

Bookings are accepted on a first-come, first served basis and must be accompanied by full payment of the course fee. Any bookings received without payment will not be deemed valid until payment is received in full.

2. Payment

Payment should be made by BACS transfer once you receive an invoice for the activity.

3. Cancellation by Giggleswick School

Should it be necessary for Giggleswick School to cancel a course, you will be offered a full refund. For matters within our control, we will give one week's notice of cancellation.

4. Cancellation by Parent/Guardian and Refund Policy

Giggleswick School will issue a refund for course cancellations based on the following:

Cancellations (including sickness):

- 15 or more working days before the child is due to attend: 100% refund
- 8 to 14 working days before child is due to attend: 50% refund
- 0 to 7 working days before child is due to attend: 0% refund

5. Returned Payments

Payments returned by the bank are subject to bank charges. Any bank charges incurred by Giggleswick School as a result of returned payments must be paid in full by the customer, in addition to the original booking fee.

6. Arrival

Children should be dropped off no earlier than 15 minutes before the start of the course each day. We are unable to take responsibility for children who arrive earlier than this.

7. Departure/Late Fees

Giggleswick School reserves the right to charge a fee for late collection of any child/children. If a child/children is collected later than 10 minutes after the allocated collection time, the parent/guardian will be subject to an immediate charge of £3 per child. No child will be permitted to leave the premises with anyone other than their registered parent or guardian unless written notification is received before the start of the course, detailing the alternative arrangements.

8. Consent to participate

Parents confirm that their child can participate in all the course activities. This includes any alternative activities, deemed appropriate by the course staff. Parents confirm that their child can go on short trips in school minibuses and on weekend trips with external providers.

9. Behavioural Standards and Exclusions

Giggleswick School expects all children to behave in an appropriate manner at all times. In the event of a child repeatedly refusing to obey an instruction from a member of staff, using verbal and/or physical abuse towards other children or members of staff, or causing damage to our premises or any of the fixtures or equipment in those premises, the child shall not be permitted to continue with the course. Giggleswick School shall then have the right to terminate the booking without further notice and without being required to offer any credit or refund. The child may not be accepted for any future courses.

- Any form of bullying is completely unacceptable.
- Students MUST attend all meals and activities.
- Students MUST pay for any damage to property, equipment, or rooms.
- Students must NOT possess or use any illegal drug, solvent, or abuse anything similar.
- Students must NOT drink, buy, sell, or possess alcohol.
- Students must NOT smoke or have tobacco in any form.
- Students must NOT enter accommodation assigned to the opposite sex.
- Students must NOT visit other people's study/bedrooms without permission at any time.
- Students must NOT Possess weapons or flammable material, including matches and lighters.
- Students must NOT leave accommodation at night after registration.
- Students must NOT chew gum.

10. Medical Information

General – Any child known or found to be suffering from any infectious ailment or condition will not be allowed to

participate in the course until the condition has cleared. It is the responsibility of the parent/guardian to ensure that their child/children are fit and well enough to participate. Giggleswick School will not accept liability for any infection passed on.

Medical conditions and allergies – The parent/guardian must inform Giggleswick School of any medical conditions or allergies their child has, or any relevant background information that Giggleswick School need to be aware of while their child is attending a course.

Medication – The parent/guardian must give written consent for the administration by Giggleswick School staff of prescribed medication

Emergency First Aid – The parent/guardian gives consent for Giggleswick School to administer emergency first aid and seek professional medical help where necessary.

11. Safeguarding

Our staff have a duty to act if they suspect a child in their care may be suffering from abuse or if a child makes a disclosure about abuse. In such an event, the member of staff will follow the Safeguarding Policy as detailed in our policies and procedures.

12. Lost Property

Please ensure children do not bring valuable belongings with them. We cannot accept liability for lost, stolen or damaged items. Please ensure clothing and other belongings are clearly labelled with the child's name to help us return unclaimed items.

13. Parking

Giggleswick School accepts no responsibility for vehicles left on site. Vehicles are left on site entirely at the owner's risk.

14. Photography

From time to time we take photographs at our courses that may be used for marketing and promotional purposes. If you would rather your child was not included in any photographs, we must be informed either at the time of booking or in writing before the start of the course.

The use of camera, mobile phone or video photography/filming by parents/guardians is strictly prohibited at all times. Anyone found to be taking footage of any kind will be asked to delete it immediately and may be asked to leave the school premises.

15. Liability

Giggleswick School does not accept liability for sickness, personal injury or death or any participants unless directly caused by the proven negligence of the school or its servants. Giggleswick School and its servants are under no liability whatsoever in respect of personal injuries, loss or damage to property whilst attending any Giggleswick School course.

16. Insurance

Participants are covered by our Public Liability Insurance.

17. Data protection

Giggleswick School's booking process will require personal data to be collected at the time of booking. You will be required to give your consent that this data can be processed by Giggleswick School accepting that for the purposes of the Data Protection Law, Giggleswick School are the data controller.

18. Changes to Terms and Conditions

Terms and Conditions are correct at the time of publication/issue and are subject to change without prior notice.