

## **Booking a Course**

Simply book online at [www.bryanston.co.uk/holidaycourses](http://www.bryanston.co.uk/holidaycourses).

Please choose the course/s you would like to book and enter the course specific information. You will receive an automatic acknowledgement email once payment is confirmed, along with joining instructions and a kit list.

Please note that when booking a place on our holiday courses you will be redirected from the Bryanston school website, to Active Network, an external web page

## **Confirmation and Payment**

Bookings and payment must be made by persons over 18 years of age. Payment can only be made via credit or debit card. Your booking will be confirmed after we have received full payment. The course fees include full tuition, activities programmes, excursions, meals, snacks and a course memento.

## **Personal Accident Insurance**

In addition to Bryanston School carrying comprehensive insurance including coverage for our Legal Liability for Injury to Persons or Damage to Property, we have also arranged 'Personal Accident' Insurance for all participants of our Summer Schools up to a sum of £600,000 which is scaled in accordance with the severity of the injury.

## **General**

In the unlikely event that an aspect of the course does not meet your expectations, please contact Richard Ball Head of Operations on 01258 484600 in order that we can address the issue while your child is still on the course, as there is little one can do after the course has finished.

On receipt of full payment, joining instructions will be sent before the course commences that will include a kit list. Please read this information carefully as it is your responsibility to ensure your child is equipped with the items on the kit list.

By proceeding with your booking, you confirm that you have read and accept the booking conditions and information and agree to Bryanston making use of photographic material of your child purely for future marketing or promotional purposes.

## **Cancellation**

If you wish to cancel your course booking you must inform us of your cancellation by email immediately. Cancellations are subject to the following charges:

Over 42 days before start date = Full refund less £25

30 - 42 days = 30% charge

15 - 29 days = 50% charge

1 - 14 days = 75% charge

On or after start date = 100% charge

Refunds can only be made to the card used when booking, should the card have expired between booking and the course start date please contact Cyril Hawes at [Cjh@bryanston.co.uk](mailto:Cjh@bryanston.co.uk) so that an alternative refund can be made.

## **Negligence**

Bryanston accepts responsibility for those elements of the course under our direct control if caused by proven negligence of the company or its employees. We cannot accept responsibility for the loss of enjoyment due to the following factors: bad weather, loss or damage to personal property, personal injury or illness suffered whilst on the course, and negligence of any sub-contractors.

## **Programme Changes**

Bryanston will always try to meet the programme outlined, however we reserve the right to alter or cancel any courses or other arrangements that are in our control due to insufficient numbers or extreme circumstances.

## **Welfare**

The safety, security and wellbeing of all participants is of paramount importance. Bryanston School is committed to safeguarding and promoting the welfare of young people. The School complies with the DfES recommendations contained within the publication 'Safeguarding Children 2010' including the checking of all staff through the Criminal Records Bureau process at Enhanced level.

It is mandatory for you to provide medical information for your child at the time of Booking. Please contact Cyril Hawes at [Cjh@bryanston.co.uk](mailto:Cjh@bryanston.co.uk) if your child suffers from asthma or hayfever, have any known allergies, have any other medical conditions or are taking any medication. Please also inform us if your child has any dietary requirements. You will need to confirm this has been done if necessary, before booking can be completed.

If your child's medical details change in the period between booking and the course finishing please contact Cyril Hawes at [cjh@bryanston.co.uk](mailto:cjh@bryanston.co.uk) so we can hold the most up to date record. Please be aware that the school will not hold your child's medical information after the course is completed. If your child is undertaking multiple courses, their medical information will be removed from the schools database and paper copies destroyed upon completion of the last course.

For the welfare of all participants, in the event that your child becomes unwell during the course we will require you to collect your child. In the event your child suffers from vomiting or diarrhoea they will not be able to attend until a period of 48 hours after the last bout of illness.

For your child's security, you will be required to register with the relevant course leader, or deputy, on arrival each morning and to sign out when collecting them at the end of the day. We also require the child to register at lunchtimes.

Bryanston School is a non-smoking campus.