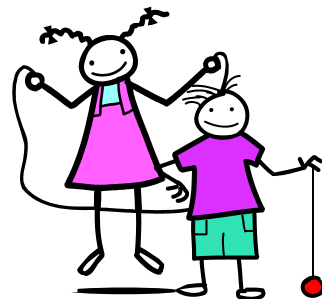


Downsend+ Summer 2017



Welcome to our Summer 2017 holiday programme for children from Reception to Year 8. We will be open from Monday 10 July to Thursday 31 August. We are happy to welcome non-Downsend children to our scheme, so why not bring a friend with you to join in with our activities?

Downsend+ Days Include:

- Non-stop activities from 9.00 am - 4.00 pm on most weekdays during the school holidays (except Bank Holidays):
- Access to the ICT Suite for activities and games
- Art & Craft activities with seasonal themes
- Use of our sports hall, astroturf and fields for sports/games sessions
- Swimming twice, most days, in our 25m heated indoor swimming pool
- Food suite for cooking
- Opportunity to play board games, Xbox and Wii games together with a variety of free play options
- Table tennis, trampolines, go-karts (weather dependent) plus quiet areas for reading and relaxing with friends
- Children are welcome to bring in their bikes and scooters **but they must have a helmet**
- All children attending any Downsend+ day or course should wear old clothing, as it may get dirty or stained and sensible footwear, we ask that children do not wear heellies
- We request that children **do not** bring mobile phones, electronic devices, watches, jewellery etc to Downsend+

Downsend+ Courses - You only pay for the course price or Downsend+ price - not both.

With a huge variety of choice, the scheme gives children access to exciting and absorbing workshops, courses and master classes by professional coaches and thrilling days out they, perhaps, would not otherwise have tried. We hope they will make new friends, gain new skills in a relaxed and safe environment and be inspired to achieve more than they thought possible. Our main aim, however, is that they have LOTS OF FUN!

PLEASE NOTE:

All courses are individually priced and are the FULL cost for the duration of the course - no additional charges apply.

Drop off time for all morning sessions is 9.00 am, lunch is at 12.00 noon and the children will be ready for collection at 1.00 pm. However, drop off time for all off-site morning courses is 8.45 - 8.50 am to enable the minibuses to leave by 9.00am. Drop off time for all afternoon sessions is 12.00 noon when the children will have lunch, ready to start their course at 1.00 pm. Collection for afternoon courses will be at 4.00 pm. Please note some courses have earlier drop off and later collection times.

Food and Friday BBQs!

Morning and afternoon snacks are provided together with a choice of lunch options for any Downsend+ morning only session, Downsend+ day or course. We will also be defying the British weather by returning this summer with our very popular Friday Lunchtime BBQ !

Extended Day

For working parents, Extended Day care is provided by our early start and tea clubs providing childcare from 8.00am - 5.30pm during the holidays (at an extra charge). Children booking a late finish will be given tea.



Rebecca Peek Leader of Downsend+
01372 385 403 or 07909 861 280
Email: downsendplus@downsend.co.uk

Downsend+ Courses

The following courses are available over the Summer Holidays 2017

Aldershot Army Museum - All ages

Aldershot Army Museum tells the story of the British army from 1854 right through to present day. Lots of hands on activities, quizzes, photographs and displays, crawl through tunnels and get shouted at by a Sergeant Major if you dare? Packed lunch and snacks provided.

Alice Holt Cycling - Age 6

Visit Alice Holt for our exciting cycling courses this summer - cycling safely away from roads under the instruction of professional instructors, all abilities are welcome with more challenging routes for the more able. Please note all bikes and helmets will be provided by the cycling centre.

Archery - Age 8+

'Discover Archery' offers you the exciting opportunity to try your hand at Archery. All courses are taught by a fully qualified coach. Besides learning a skill for life, archery improves confidence, discipline, concentration, focus and fitness, as well as being a great source of enjoyment. Continual technique improvement and a wide variety of games will improve your skills.

The Great Downsend+ 'Bake Off' - Age 9+

Our very popular 'Bake Off' is back this summer with 2 separate courses, there will be different recipes each day to follow and perfect under guidance, before choosing that special recipe to bake and present for the Friday final.

Ballet - Age 5 - 8 years

For all those children who just love to dance, come along for a fun filled and creative time with JH Ballet. Eleanor Coley will be running these dance workshops where there will be plenty of fun games, arts and crafts.

Bekonscot Model Village and Railway - All ages

Bekonscot is the world's oldest and original model village. Take a trip on the Light Railway, this miniature railway weaves its way behind the model villages, there is over 10 scale miles of model railway track, more than 200 buildings, 3,000 inhabitants, 1,000 animals, hundreds of vehicles and many models move right before your eyes. Drinks, snacks and packed lunch will be provided.

Bike Ability - Year 5+

Bike Ability is back this summer run by our Alice Holt Cycling instructors. Bike Ability is a cycle training scheme designed to give children the skills and confidence they need both to cycle safely on the roads and to encourage them to carry on cycling into adulthood. Through exciting sessions, these qualified NSI coaches will develop skills handling, road awareness and confidence in a realistic, safe and fun learning environment.

Birdworld - All ages

Children can enjoy a great day at Birdworld's beautiful parkland, daily treats including penguin feeding, a tropical aquarium, flying displays and animal handling. Snacks and a packed lunch will be provided.

British Wildlife Centre - All ages

Spend a day getting acquainted with Britain's fabulous wildlife and see them in their natural surroundings. If you want to learn about badgers, foxes, otters, wild cats, owls, red deer and many more, then this is the perfect day for you. A packed lunch and snacks are provided.

Bracknell Discovery Centre - Age 7+

Bracknell Discovery centre has more than 90 hands on science and discovery activities located within 5 different zones, a great day out for all. Packed lunch and snacks provided.

Bushcraft Skills - Reception & Year 1 and Year 2 - 4

Forest School is for children who love having fun and exploring the great outdoors. Activities such as den building, natural art, bug hunts, story telling and bushcraft skills will be on offer and sessions will finish with a delicious hot chocolate. Children will build confidence, be inspired and enjoy learning about nature and the environment within the school grounds.

Ceramic Café - Age 9+

We will be walking down to the ceramics café, Calli's Corner, in Leatherhead for a fun afternoon creating masterpieces in the form of plates, mugs or bowls.



Cooking - Various Ages

This summer we will be running a number of different cooking courses, the children can take home something yummy for the family.

Chess Challenge - Age 7+

Come and enjoy playing the world's most famous strategy game Chess! All abilities are welcome as we look to develop children's knowledge of the game. Everyone will get to play a match during the session. So, whether this is your first experience of chess or you've been playing a few years, join us for a great session.



Cricket - Years 3, 4 & 5 & Year 6, 7 & 8

Mr Thompson and Mr Culhane will be running our cricket courses this summer. These will be fun courses over five sessions for children of all abilities to improve their batting, bowling and fielding through a variety of drills and games. Whether you are new to cricket or want to improve your cricket come and join us.

Cycling Field Fun - All ages

A follow on course from Stabilisers Off this course is for those who can ride without stabilisers but just need more practice. Focus is on improving existing riding ability through fun obstacle courses and bike challenges whilst in the confines of the school grounds. Please bring your own bike and helmet.

Fencing - Age 6 - 8 and Age 9+

Cobham Fencing Club will be running sessions suitable for all abilities and age groups. Plastic swords will be provided for our younger children and beginners and foils for the more able and older children to try this sport which is excellent for hand eye co-ordination.

Footgolf - Age 6+

Footgolf is a combination of the popular sports of football and golf. Played with regulation No. 5 footballs, you have to navigate tees, greens and deal with hazards to get the ball into 21inch diameter holes in as few shots as possible, using only your feet.

Please note: trainers must be worn for this course.

Football Skills - Age 6+

This football skills course is designed to be a fun way for children to improve their existing skills in passing, dribbling and shooting through a variety of drills.

Fun Science - Reception & Year 1

A fun two morning course designed for our youngest children to introduce them to the wonders of science!

Garsons Farm Fruit & Veg Picking - All ages

We are off to Garsons Farm, to pick the freshest fruit and vegetables, strawberries, blackberries, potatoes, peas, carrots and beans ready for the family to enjoy!

Go Ape Junior - Age 6 +

Chessingtons Tree Top Junior is aimed at adventurers aged 6+ years. The safety systems are designed so that participants stay attached the whole time they are in the trees and there is no need for them to move any safety lines. A fun filled time of canopy exploring, trail blazing and obstacles for all to enjoy. You'll negotiate crossings and finish on a high (literally) with an awesome zip wire!

Please note: minimum height 1metre for this course.

Go - Karting - Age 8+

If you fancy an afternoon whizzing around a circuit in a Go Kart, this is the course for you. Race your friends to finish in the fastest time

Golf - Age 7+

This summer's golf courses will be held at The Drift Golf Club. The lessons will cover all aspects of the golf game, including putting, pitching, chipping, bunkers, full swing driving and on course play.

Please note: Permission to play on greens will depend on level of skill achieved during lessons. Golf clubs will be provided.

Great Cockrow Railway - All Ages

A steam engine pulls the carriages as you ride through the jungle, spotting animals as you go. Travel over the viaduct and watch the engine turn on the turntable and visit the engine shed and signal boxes. A packed lunch and snacks will be provided.



Gymkhana Day - Age 7+

The children will muck out the stables, then groom and tack up their ponies before a morning ride. On their return the children will feed the ponies before tucking into a packed lunch of their own! In the afternoon there will be a fun gymkhana with rosettes. This course will be open to all abilities of riders but, as with all riding courses, spaces are limited so book early to avoid disappointment. A packed lunch and snacks will be provided.

Please note: Long trousers and appropriate footwear (wellington/riding boots) must be worn.

Harry Potter Studio Tour - Age 8+

Muggles and would be wizards welcome! Secrets WILL be revealed - go behind the scenes and sets, explore costumes, props and animatronics. Step onto the famous cobbles of Diagon Alley and the new attraction the 'Hogwarts Express'. Warner Brothers Studio Tour showcases the technology and talent that went into the making of the most successful film series of all time. Snacks and a packed lunch will be provided.

Health & Beauty - Age 5 - 8 and 9+

Eva – Marie Allen will be back with Downsend+ this summer running a new course that will give the children the chance to make their own individual face masks and scrubs for hand and feet massages using natural ingredients and essential oils.

High Ashurst - Age 8+

2 separate days out to High Ashurst this summer, during the first course the children will take part in abseiling and high ropes and in the second course will involve target archery and ropes. A packed lunch and snacks will be included. **Please note:** pick up time will be 5pm.

Hockey Skills - Year 2 - 4 and Year 5 - 8

Downsend Schools sports teacher Miss Ceci will be running this summer's Hockey Skills courses. During the sessions the children will be working on the body position, 3D skills, power and strength in the game, control of the ball, individual skills and game playing to put everything in to practice. Learning while having fun!

Horse Riding - Age 6+

Wyvenhoe Stables in Bookham is the venue for our horse riding courses. The children will have fun grooming and tacking up the horses, together with riding tuition in the indoor equestrian centre or outside in the surrounding countryside. This course will be open to all abilities of riders but, as with all riding courses, spaces are limited so book early to avoid disappointment.

Please note: Long trousers and appropriate footwear (wellington/riding boots) must be worn.

Introduction to Water Skiing - Age 8+

Part 1 - Safety

Based on site at Downsend - a pre requisite of this course is to demonstrate that you are able to swim 50 metres in the Downsend pool and then cover the required Health and Safety aspects of this course.

Part 2 - Half day

Cable knee boarding – this is an easy and fun way for kids to enjoy the thrill of water skiing activities. The children will learn how to balance and control a kneeboard, the easiest water ski discipline to learn. They will benefit from a slower speed offered within this session and have additional staff on hand to help their enjoyment and learning. A safety boat is also on patrol to ensure the highest levels of safety and coaching throughout. Once the children have successfully mastered the cable system on a kneeboard, they will be encouraged to learn how to wakeboard and water ski. British Water Ski and Wakeboard participation certificates will be issued to attending children.

Please note: Drop off 7.45am.

Part 3 - Full Day

Cable kneed boarding and wakeboarding – as per the above but, in addition, children attending a full day will receive the extra benefit and guarantee of cable wakeboarding. Having completed the morning session on kneeboards, the children will spend the afternoon wakeboarding on our system 2.0 cable with one to one tuition from one of our coaches. Having achieved the participation award in the morning the kids will move onto the Bronze cutting edge award in the afternoon. A packed lunch and snacks will be provided.

Please note: Drop off 7.45am.

Light Up Circuits - Year 1 - 3 and Year 4+

Downsend teacher Mrs Beth Day will be putting your creative talents to use by making your designs light up with conductive tape and LEDs. Combining Science and Technology you can create a special card or door hanger.

Off Road Cycling - Age 8+

Our Alice Holt Cycling instructors will be running these courses taking the children off site to practice some mountain bike skills such as balance, corners, technical terrain and looking at drops/jumps.

Please bring in your own bike and helmet.



Mini Crickets - Reception - Age 4 & 5 and Age 6 - 8

Mini Crickets is a specialist cricket coaching company run by ex Surrey County Cricket Club squad coach Jon Albert and his team of experienced qualified coaches. Fun filled cricket sessions are designed to teach the basics of fielding, batting and bowling whilst in a safe and nurturing environment. Children thoroughly enjoy learning about 'Crickety' and his many sporting and worldly experiences, where, as the basics are developed, skills become more advanced, matches more challenging and sessions geared to introducing nets and hard ball cricket.

Mini Cyclist - All Ages

Following on from Cycling Field Fun our Mini Cyclists course will be run by our Alice Holt Cycle instructors, the course will be looking at core cycling skills to develop mountain biking, including correct body position and attack, how to corner in control, controlling the bike on rough terrain and tackling obstacles, all providing great foundations for riding with confidence.. Based at school. Please provide own bike and helmet.

Mini Ringos/Water Wars - Age 6+

Excitement of the downhill variety at Sandown. Sliding downhill in mini inflatable doughnuts and sledges, this will be followed by a session in the Water Wars cages to cool down. Be warned, you will get sprinkled, sprayed or perhaps soaked!

Please note: Come prepared with a change of clothes and please bring gloves.

Miss Black's Hair & Beauty - All ages

Miss Black will be back this summer with her ever popular Hair & beauty session. Plenty of opportunity to curl or straighten your hair, practice your make-up skills and paint your nails. Please bring your own mascara and hair brush.

3D Modelling Clay - All ages

A 2 morning course for all ages to get creative with soft and pliable Model Magic Clay.

Mountain Biking Skills - Age 7+

Following on from our Mini Cyclist course Our Mountain Bike Skills course will be run by our Alice Holt instructors and will progress on to look at more technical skills - looking at manual and wheel lifts for tackling obstacles found on the trail, dealing with tricky trail features such as rocks and roots, assured cornering and maintaining speed into corners, how to tackle drops in the trail and flying drop offs for extra style points and introduce flow into their riding. Based at school. Please provide own bike and helmet.

Paintballing - Age 8+

Enjoy running around in the woods firing at friends and opponents. Can you keep paint free? Why not bring your classmates, make a big group and challenge others. Lunch is provided for a day of outside fun. Please wear old clothes.

Painting on Canvas - Age 8+

Paint your own master piece on canvas to show to family and friends.

Pirate Golf - Age 6+

Pirate Island Adventure Golf is unlike any other crazy golf or mini golf course you have ever played. Spectacularly themed and festooned with obstacles including a huge pirate ship, streams, rafts, snakes and crocodiles this 18 hole putting adventure offers a proper challenge.

Pony Camp - Age 8+

We are returning to Wyvenhoe riding stables for 3 days again this year. As well as riding and mucking out the stables, the children will be shown how to groom and plait their ponies ready for the show on the final day. Day one will finish back at school with a 5pm pick up, on day two there will be a BBQ in the evening at the stables with a 6.30 pm pick up directly from the stables. The final day will be show day with prizes for the best turned out rider and pony, most improved beginner, most improved rider and most helpful rider. Parents will be welcome at the show on the final day at 2.30pm. A packed lunch and snacks will be provided each day.

Pottery - Year 3+

Downsend School art teacher, Miss Alyen, will be running this course again this summer. During the week, children will learn a few of the basic clay techniques including pinching, coiling and slab building. There may even be an opportunity to have a go on the pottery wheel! We will use kiln-fired clay as well as air drying clay. Towards the end of the week objects will be glazed and decorated. Projects will include owl planters, clay heads and relief tiles, as well as opportunities for the children to use their imaginations and work on individual projects.

Quad Biking - Age 8+

Roll up your sleeves and get ready for a muddy, rocky and exciting off-road adventure. It's quad biking time! You will be amazed at how much fun these machines can be on the purpose built circuits. If you feel slightly nervous then don't worry you're in good hands and the staff will have you 'quading' in no time. After a safety briefing and familiarization with the quad bikes it's your turn to buzz around on the track.

Sayers Croft - Age 6+

Pond Dipping/Mini Beast Hunting

Sayers Croft staff take you underwater to discover what lies beneath. Then onto discover the habitats of mini beasts.

Adventure Day

Sayers Croft has 56 acres of woodlands, meadows, ponds and fields, join us for these outdoor activity days which will include raft building, woodland ropes and caving. Drinks, snacks and packed lunches are provided. Please bring a complete change of clothes, including footwear.

Scuba Diving - DSD I - Age 8+

This course is designed to introduce the children to scuba diving safety procedures before getting into the water and diving! This session is designed to be very relaxed and fun, an ideal introduction to scuba diving.

Scuba Diving DSD II - Age 8+

This course is for children who have already completed the original DSD Part I Programme and would like to try some new skills and experiences. The DSD Part 2 course will expand upon their knowledge and experience gained on the first course. On the first day the children will cover diving theory refresher - setting up diving equipment, basic dive skills including regulator clearing, regulator recovery, mask clearing and octopus breathing, together with an introduction to buoyancy control. On the second day the children will continue with buoyancy control covering fin pivots, hovering and buoyancy games. Finishing with underwater photography; setting up the underwater camera, how it operates and taking photos.

Scuba Diving Seal Team Course - Age 8 - 9 Years

The Seal Team course is the next step on from Scuba Diving DSD I and DSD II. Children will learn new scuba diving skills and learn about the aquatic realm while completing 5 fun aqua missions. Each aqua mission starts with a DVD presented by a cartoon cast of aqua mission heroes. Children complete the challenges in a real diving log book and then dive. During the dives, children learn real scuba skills and play fun underwater games.

Sky Walk - Age 10+ - Minimum Height 1.3M

This brand new tree top course at Sandown Ski resort will see the children take part in 2 different courses. The children will be harnessed to a continuous belay system, so no unclipping. The course will feature zip lines, tyre swings, barrels crawls and rickety bridges. **Please note children must be 1.3 Meters to take part.**

Spice Rack - Age 8+

For those budding chefs a chance to make their own spice rack, decorate it and fill the jars with their chosen spices.

Stabilisers off! - All ages

Are you nearly able to ride your 2 wheel bike, but you don't have space to fall off or practice? Then come and try our special cycling courses to perfect your balance. This course is suitable for Reception upwards. Please bring your own bike and helmet.

Summer Planter - Reception & Year 1

A splash of summer colour to brighten the garden.

Swimming - All ages

Our Downsend School swimming instructor Miss Seivewright will be running this summers course.

Beginners - Swimming with or without a life jacket on - at times they may use floats to aid floatation but hopefully by the end of the course they should be able to swim unaided! No Guarantees! If they are confident they may try swimming in deep water. No more than 5 in a group.

Improvers - This is for children who are able to swim at least 10m on front and back. They will be introduced to the main swimming strokes and develop breathing skills. They will also be introduced to a wide range of other skills such as sculling and treading water.

Advanced - Improves stroke technique and consolidates aquatic skills along with controlled breathing. An introduction to diving and other deep water skills is also included.

Challenge - For older children who are capable of swimming at least 25m. Children will improve their stamina whilst maintaining their stroke technique. Introducing a wider range of water skills.

Tennis Coaching - Age 6+

This summer's tennis courses will be run by Amanda Beaumont and her team of LTA coaches and are aimed at children aged between 6 - 13 years. The course will comprise instruction on basic techniques, practice drills, match-play, together with singles and doubles tactics appropriate to age and ability. In addition, there will be plenty of fun games for all ages, with tournaments on the final morning.

Tennis for Tinies - Reception & Year 1

This course is run by Amanda Beaumont and is designed for our youngest children, to help improve ball handling skills, confidence, co ordination, agility, racket and tennis skills through lots of games and fun exercises.

Tie-Dye - Reception & Year 1 and Year 2+

Our ever popular Tie - Dye course will be back this summer, this time dying T shirts. **Please note:** we will need the T shirt size required when booking.

Watersports - Age 8+

We are running water sports courses this summer based at the Aqua Sports Centre in Merstham on Mercers Lake. This is a location of outstanding natural beauty and the children will be provided with buoyancy aids and all the safety equipment they need to enjoy an exciting day of sailing, windsurfing and kayaking. Instruction in each activity will be based on the children's ability and experience and is planned to give the children a fun but challenging day on the water. A packed lunch and snacks will be provided.



Downsend+ Special Days

To take part in our Special Days, simply book as normal Downsend+ days.

Wednesday Specials

Each Wednesday across the summer holidays Downsend+ will be transformed overnight into a different but fabulous themed world. The activities and food will reflect that particular days theme, all the staff will join in the fun by dressing up in full costume to add to the authenticity of the day. If the children wish to dress up they are most welcome.

Please note: A £10 per child cancellation charge will be made for cancellation of Wednesday Special Days if made less than 10 working days in advance. In exceptional circumstances charges may be waived at the discretion of the Leaders of Downsend+.

Wednesday 12 July - Wet, Wet, Wet

A very wet day with lots of water based fun activities. Swimming kit and a complete change of clothes including footwear is advisable.

Wednesday 19 July - Science Day

Are you inquisitive? Spend the day looking at weird and wonderful aspects of science that we encounter every day.

Wednesday 26 July - Wild West Day

Yee haw calling all cowboys and cowgirls, how long can you ride the Rodeo bull? A day of good old Western fun.

Wednesday 2 August - Italy

Join us in Italy to spend the day on the Downsend+ Gondolas, visit the Venetian masked ball and enjoy an ice cream whilst admiring the Leaning Tower of Pisa.

Wednesday 9 August - Alice in Wonderland

Drink the magic potion and journey through the rabbit hole, join the Mad Hatters tea party and ride on the tea cups. Beware the Queen of Hearts is not happy with Alice and the White rabbit!

Wednesday 16 August - London

Come with us to London and ride on the Downsend+ London Eye, what will you see?

Wednesday 23 August - i'm a D+ Celebrity 'Get me out of here!'

Under the watchful eye of Ant & Dec, earn your gold stars through various challenges. Will you be brave enough to ride the Astro Glide?

Wednesday 30 August - Asia Day

Our final summer special will see us journeying to Asia for the day. Venture through the 'snapping' dragon, attend a Sumo Wrestling match and eat your lunch with chop sticks!



Terms and Conditions



Cancellation or Alteration

If you have to cancel or alter your booking for a Downsend+ day or course at short notice (less than 7 days beforehand), we will usually be happy to transfer your booking to another day if space permits, but if not you will be charged the full rate for the session booked. In exceptional circumstances charges may be waived at the discretion of the Leaders of Downsend+. Please note separate cancellation charges apply to our Wednesday Summer Special days.

Public Liability Insurance

Whilst they are taking part in activities on site or travelling in our minibus, the children are covered by our public liability insurance. Whilst under the supervision of outside tutors at off-site facilities, the children are covered by separate public liability insurances held by the various tutors, copies of which are held on file by Downsend+.

First Aid

Several of our staff are qualified first-aiders and are trained to administer first aid assistance should your child require it. The emergency services will be called if further assistance is needed. Parents should ensure that any special requirements or allergies are notified on the medical section of the application form to ensure that appropriate treatment is given when treating their child.

Medical Conditions and Treatments

Please note that it is a legal requirement under OFSTED guidelines for parents to leave clear, written guidelines and instructions for use with any medicines/inhalers or allergy treatments on arrival each day. Parents are also required to sign for the receipt of medicines on departure and to sign to acknowledge any treatments administered during the day. This also applies to all First Aid treatments.

Data Protection

The School (through the Head, as the person responsible) may, in accordance with the Provisions of the **Data Protection Act 1998** obtain, process and hold personal information about your child, including sensitive information such as medical details, in order to safeguard and promote the welfare of the child. The School may contact you from time to time for the purpose of providing information about Downsend+ and its activities. Unless we are informed in writing otherwise, all correspondence, including booking confirmation & invoice, will be sent to the email address provided on the contact form.

Minibuses and Off-Site Trips

In signing up your child for an off-site trip, please be aware that you are authorising Downsend+ staff to take them off the Downsend premises. All transport used for such trips will be fully fitted with seat belts.

Timetable Changes

In the event of poor weather, or other factors which may arise which are beyond our reasonable control, the programmes may be subject to alteration or rearrangement. We reserve the right to cancel courses which are under-subscribed, and will notify parents as soon as possible of any such cancellations or significant amendments.

Transfer from Courses to Downsend+ Day

If a child decides to transfer from a course to the Downsend+ day, you will still be charged the full rate for the course. The difference between the cost of the course and the cost of the Downsend+ day will show as a cancellation charge on your invoice.

Photography

During the activity scheme, some photographs may be taken which may be used in future publications including our website, social media sites including Facebook and Twitter. If you do NOT wish your child's image to be used in this way, please let us know. Please note that names will not be used in any publicity adjacent to photographs of children.

Drop Off and Collection Arrangements

Drop off in the morning is at 9.00 am at the Turret entrance. An Early Start option is available from 8.00 am, but this must be booked in advance so that proper staffing can be arranged. If you are unable to collect your child/children yourself, please let the Downsend+ staff know who will be collecting them, for security reasons. Your child may be collected at any time up until 5.30 pm, but if collection is after 5.30pm, for any reason, an automatic charge of £20.00 will be made. If your plans change during the day, please contact Downsend+ on 07909 861280 to advise us of alternative arrangements for collection. Collection will be at 1.00 pm after a morning session or course, or at 4.00 pm. There is then an additional charge for the late session from 4.00-5.30 pm, should parents require it, but this must be booked in advance so that proper staffing can be arranged. If for some reason you need to collect your child/children at any other time, please contact the Downsend+ direct line shown below to let staff know when you will arrive. The school is a secure site during the activity scheme, so all external doors and gates will be locked except at the normal drop-off and collection times shown above.

Early Drop-Off and Late Collection Charge

Please note morning registration is at 9.00 am unless your child is booked in for breakfast. If you sign your child in before 8.45 am you will be charged the early start rate in full. Likewise, collection at the end of the day is at 4.00 pm. If you collect your child after 4.15 pm, the late collection charge will be levied although we will provide your child with tea. **A late collection charge will be made when children are collected after the time booked or after 5.30pm.**

Exclusion

We reserve the right to exclude or refuse any child prior to or during the holiday if in our opinion the presence of that child is incompatible with the wellbeing of others on the scheme. Bullying and poor behaviour will be dealt with appropriately as soon as it is reported. Any additional cost incurred by Downsend+ as a result of any exclusion or refusal, including damage or transport home, will be borne by parents or guardians, and no refund will be made.

Complaints Procedure

Downsend+ will do everything in its power to provide the best possible standard of care and service at all times. If, however, you are not satisfied with the service that you or your child have received, please contact the Leader of Downsend+, Rebecca Peek, on the Downsend+ direct line 01372 385403/07909 861280.