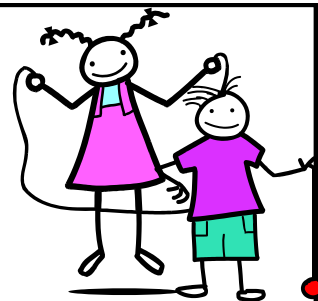


Please return to:  
 Rebecca Peek, Downsend+, Downsend School,  
 1 Leatherhead Road, Leatherhead, Surrey KT22 8TJ  
 Tel: 01372 385 403 or 07909 861 280  
 Email: downsendplus@downsend.co.uk www.downsend.co.uk



This form will be used for the period October Half Term 2018 through to Summer 2019  
 Please inform Downsend+ if any details change during this time to ensure that our records are accurate.

**Contact Details**

*Please complete a separate form for each child*

|   |                         |
|---|-------------------------|
| <b>Pupil's Name:</b>                      | <b>Date of Birth:</b>   |
| <b>School:</b>                            | <b>Year Group/Class</b> |
| <b>Home Address:</b>                      |                         |
| <b>Parent's Contact Telephone: (home)</b> | <b>(work)</b>           |
| <b>Mobile Phone:</b>                      | <b>Emergency No:</b>    |
| <b>Email: (Please print)</b>              |                         |

**Medical Details**

Please give details below of any medical conditions or allergies your child may have:

**Medical condition:**

**Action required:**

Please give details of any medication your child is currently taking:

I give permission for Downsend+ staff to give my child emergency treatment and to call the emergency services if necessary. (child's name)

**Signed:**

**Date:**

I would/would not like my child to have his/her face painted whilst at Downsend+  
 (please delete as appropriate)

PLEASE NOTE: THIS FORM SHOULD ONLY BE COMPLETED ONCE DURING THE ACADEMIC YEAR 2018-19 UNLESS YOUR CONTACT DETAILS HAVE CHANGED.

## Payment Terms for Downsend and Non Downsend Pupils

Please note our terms require payment in full at the time of booking all Downsend Plus sessions and courses. Bookings made without accompanying payment will not be confirmed until payment is received in full.

I enclose a cheque for £ \_\_\_\_\_ as full payment for activities and courses booked (made payable to Downsend Plus) Downsend School, 1 Leatherhead Road, Leatherhead, Surrey KT22 8TJ.

I have made payment of £ \_\_\_\_\_ via childcare vouchers (provider name \_\_\_\_\_) for all Downsend Plus sessions and courses.

When making on-line Child Care Voucher payments please complete the reference field with the following reference: Dplus, together with the first 3 letters of your child's surname and the first letter of your child's forename.

I have made payment of £ \_\_\_\_\_ via bank transfer for all Downsend Plus sessions and courses.

When paying by on-line Bank Transfer please complete the reference field using the following reference: Dplus, together with the first 3 letters of your child's surname and the first letter of your child's forename. The account details are: Sort Code: 12-01-03, Account No: 06099846, Account Name: Cognita Schools Ltd T/A Downsend Plus.

If you wish to make payment via credit/debit card for all Downsend+ sessions and courses, please contact Downsend+ on 07909 861 280 for details.

Once you have booked your child a place on a course or Downsend+ session you will be charged for that course/session. In extenuating circumstances, at the discretion of the Leaders of Downsend+, a credit or refund may be made.

### Terms and Conditions

I have read and understood and I agree to the Downsend+ Terms and Conditions and I have retained a copy of these Terms and Conditions (at the back of this booklet).

Name:

Relationship to child:

Signed:

# Terms and Conditions



## Cancellation or Alteration

If you have to cancel or alter your booking for a Downsend+ day or a 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+.

## 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 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, and 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 full 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 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 early start. 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.

## Complaint 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.

# Downsend+ Dates

## 2018-2019

October Half Term

22 October - 2 November

Christmas Holidays

17 December - 21 December

And

2 January - 4 January

February Half Term

18 February - 22 February

Easter Holidays

5 April - 18 April

May Half Term

28 May - 1 June

Summer Holidays

To be confirmed