



### Course Information:

- a) All courses start at 10am and finish at 4pm. There is an early drop-off and late pick-up facility available. Please see drop-off and late pick-up section below.
- b) All cheques should be made payable to **BIRKENHEAD SCHOOL**.
- c) Birkenhead School reserves the right to cancel a course if numbers enrolled have not reached a minimum requirement and are not financially viable.
- d) Birkenhead School also reserves the right to change advertised tutors/coaches and amend the programme where it is found to be unavoidable.
- e) Birkenhead School reserves the right to exclude any student if, in the view of the Course Director, the student's presence is making it difficult for the course to function effectively.
- g) Birkenhead School will not accept responsibility for any aspect of the holiday course programme, including services and facilities offered by tutors/coaches/suppliers, or for any loss, damage, or expense of the client which is due to adverse weather conditions, industrial disputes or any other cause beyond the control of Birkenhead School.
- h) Birkenhead School has a wet weather contingency plan for each week. This does mean that the large indoor facilities (Sports Hall, Prep Hall, Prep Gym, Drama Studio and Bushell Hall) are all used by different groups at different times. Owing to the nature of these facilities this may limit the activities we originally advertised.

### Definitions:

In these general conditions:

- a) "Client" means all persons named in the booking form. The person who signs the booking form does so as an agent for and on behalf of all such named persons.
- c) "Supplier" means any person (other than Birkenhead School) who provides any services or facilities which form part of the activity courses offered by Birkenhead School in this brochure.

### Booking information:

- a) The full amount payable is required when making a booking. Cheques payable to: Birkenhead School.
- b) There are four consent forms for parents to complete at the back of the brochure. Two of these are compulsory. Medical Consent Form (appendix 1), Parental Consent Form (appendix 2). **These must be sent with the application form.** The other two are only relevant if your child needs to take medication during the course of the day or needs to carry his/her medication on them.
- c) Do not forget to add the early morning drop-off and late pick-up charges if relevant to your booking.
- d) Once a booking has been received a letter/email will be sent acknowledging receipt, along with maps and directions.

- e) Should you find your child unable to attend after making a booking please ring the Course Director to discuss the matter. There may be an administrative charge applicable.

### Applications & Cancellations:

- a) A cancellation is only effective when notification is received by the Course Director in writing.

### Course registration and pick-up points:

A map of the school campus will be enclosed with booking confirmation. If attending from 10am - 4pm the following registration and pick-up points will be relevant. Please note that drop-off can be no earlier than 9.50am and pick-up is no later than 4pm. If you arrive later than 4pm your child will be taken to the Fun Club facility and you will incur a charge.

- a) **Mini Trooper** course participants will be dropped off and collected from Pre-Prep.
- b) **Minor Trooper** course participants will be dropped off and collected from Little School.
- c) **Young, Junior & Senior Adventurers** course participants will be dropped off and collected from the Sports Hall.
- d) **Young Musicians Week Course** participants can be dropped off and collected from the Prep Hall.
- e) Parents are also reminded that when picking up their children and other friends/relatives at the end of the day, they must sign them out with the relevant tutor.
- f) All early morning drop-off and late collections now take place in our Fun Club facility. Please see below.

### FUN CLUB

#### (Early morning drop-off 8 - 10am & late pick-up 4 - 6pm)

These all take place in our FUN CLUB facility. The aim of this facility is to provide a service to parents who need to arrange care for their children outside of the Holiday Activity Course hours. The Fun Club will be a time to relax, play and enjoy being with friends in a caring, stimulating environment. The Fun Club is registered with OFSTED and subject to regular inspections. The Fun Club has a number of rooms which cater for the wide age range of children and all our lead play staff have attended training in Playwork. They are skilled and experienced in the care of children. They will assist children in planning for some structured activities throughout the week. Children will be able to select the activities in which they participate and staff will ensure everyone feels included. There are a number of different rooms which include:

**Space Room** equipped with networked computers; **Kitchen** where children can participate in cooking activities; **Chill Out Room** can be used to relax by reading a book, watching a film, playing table football, play station or snooker; **Activity Room** equipped with construction games, toys & puzzles, imaginative play and art resources; **Outdoor Play Area** where children are able to play in a well-resourced outdoor play area with basketball nets, scooters, skateboards, goal posts and lots more.



**Early drop-off:** 8 - 10am (£8 per day or £36 per week)

**Late pick-up:** 4 - 6pm (£9 per day or £40 per week)

Please note that the late pick-up includes a hot tea with dessert. Fun Club staff will escort children to their course venue and sign them in on the tutor's register. Please note that from 4.45 - 5.30pm each day children will be in the Dining Hall.

**Early drop-off and late pick-up terms and conditions:**

1. The charge is per session irrespective of when parents collect their children. This is due to staffing ratios that OFSTED insist are adhered to.
2. Should a parent be later than expected they should phone through as soon as possible to alert the Course Director. Staff can then inform the child to save unnecessary worry.
3. This facility may be declined to parents who arrive late (after 6pm) to pick up their child. A late pick-up charge of £10 for every ten minutes may be levied at the discretion of the Course Director.
4. A hot tea is provided with dessert. It is important that the medical consent form is completed to alert the catering department to any dietary or special requirements. Please note that from 4.45 - 5.30pm each day children will be in the Dining Hall.
5. The late pick-up is designed for children to unwind after a full day of activities.

**Childcare Voucher Scheme  
(OFSTED registration number EY320318):**

Under current legislation we are able to offer parents the childcare voucher scheme for our before and after care facility only. (FUN CLUB early morning drop-off and late pick-up). We currently have three accounts:

**ACCOR** account number: P20202000  
*(Please put a 'P' in front of the account number when paying on-line)*

**BUSY BEES** account number: 00027347

**SODEXHO** account number: 160415

**CARE-4** account number: 16311487

**What to bring:**

Children will require

- a) A water proof coat and clothing relevant to their activity
- b) Mini Trooper courses (4-5yrs) are encouraged to bring a morning and afternoon snack.
- c) There is a Tuck Shop open during break times. There are also vending machines on campus for children to purchase confectionary. They will require change in the form of 5p, 10p, 20p & 50p coins. Please ensure your son/daughter has a wallet or purse to keep their money safe. Please read the insurance section below.

**Medical**

- a) A number of qualified first aiders will be on site to deal with any minor injuries from 8am - 6pm each day.
- b) Once a booking has been made ensure you have sent the **MEDICAL, and PARENTAL CONSENT FORM (all in the back of this brochure)** with your application form. Failure to do so will mean we are unable to accept your child. Please state any allergies or dietary requirements.
- c) Please note, as lunch is included in the course fee, it is important that you fill in section 1 on the medical consent form. If your son/daughter has a severe allergy we would strongly recommend that they bring their own packed lunch. Unfortunately no discount is available.

**Catering:**

- a) **Lunch:** we are now able to offer every student a freshly prepared two course lunch. There will be a hot meal and a vegetarian option available. This will also include squash, fresh fruit and desserts. Please bear in mind during the summer months the chef may alter the menu if the weather is hot.
- b) It is important that you highlight any special dietary requirements your child has. Fill in section 1 on the Medical Consent Form. .
- c) Should your child have a severe allergy we would strongly suggest that packed lunches are made at home. Please ensure you supply details regarding the allergies in the Medical Consent Form. Unfortunately no discount is available.
- d) **Tea:** a hot meal is also provided for those staying in the late drop-off facility. This includes squash and desserts. **Please note that from 4.45 - 5.30pm each day children will be in the Dining Hall.**
- e) **Snacks:** The Mini Trooper course participants (4-5yrs) are encouraged to bring this with them. However for all other age ranges a Tuck Shop will operate during morning, lunch and afternoon break.

**Insurance:**

- a) Birkenhead School does not insure pupils on the courses against illness, theft or loss of personal effects. The School has cover in respect of claims arising under the terms of its Public Liability Policy where the School is legally liable. This would not cover, for example, injuries occurring without fault on the part of the School or its staff and you are advised to take out your own personal accident insurance if you wish to cover such risks. Similarly, you are advised to affect your own insurance in respect of anything brought to the School by your child. No liability will attach to the School or its staff for the damage to or the loss or theft of any property whether arising as a result of negligence or otherwise.