

## Terms and Conditions

### Full or Half Term Weekly School Sessions for 16-18 Year Olds & Young Adults/Young People

Boot Up! accepts young people to this, with a view to a minimum of 10 weeks (or half term) being preferred. The booking for the 10 weeks of sessions is possible in Full, and no refund given if the young person leaves or is asked to leave due to behavior.

There is NO 100% refund time scale.

We are not able to take provisional bookings.

Schools and colleges/ social workers/ key worker must make a direct booking with Boot Up! either by phone or email or website. All enquiries and visit requests are dealt with in the order in which they are received.

If there is availability for your chosen dates we will send an email with a PDF Confirmation Letter attached.

If there is not availability on your chosen dates we will contact you with alternative dates and/or times.

All bookings must be agreed and booking form signed and returned by the school/teacher prior to the young person's starting.

The school/social worker/ key worker must provide an up to date NHS Address/ID card and any other documentation that will help the Boot Up staff understand the needs of the young person.

The school/social worker/ key worker must arrange suitable transport for the young person attending, accompanied if necessary.

The school/ social worker/ key worker must supply a support worker or 1stAid to accompany the young person at sessions unless otherwise stated in the booking.

All Consent Forms must be signed by the Carer/Parents and returned to Boot Up! Outdoor Learning (PDF) to the young person starting. All forms can be sent electronically but must have a signature.

The Code of Conduct must be read through with and signed by the young person and returned to Boot Up! (PDF) to the young person starting. All forms can be sent electronically but must have a signature.

The Risk Assessment form must be completed by school and returned (PDF) to the young person starting. All forms can be sent electronically but must have a signature.

The Off Site Visit form must be filled in and signed by the Carer/Parent and returned (PDF) to the young person starting. All forms can be sent electronically but must have a signature.

Call [info@bootup.org.uk](mailto:info@bootup.org.uk) to your 'safe workers' to be assured our emails reach you.

Please make your transport/ arrangements after you have received a confirmed visit notification.

For any changes to a request or booking please email [info@bootup.org.uk](mailto:info@bootup.org.uk)

### Payment

The charges for the sessions are as discussed and agreed at the time of booking.

The booking for the 10 weeks of sessions is possible in Full, and no refund given if the young person leaves or is asked to leave due to behavior.

Schools must pay in a single transaction per half term.

Payment can be made on receipt of an invoice sent during the second week of each half term. If a PO number is necessary this must be sent with in advance of billing.

A 10% refundable and non-transferable payment can be made in advance by bank transfer (BACS).

Charges should make payable to Boot Up! Outdoor Learning (UK).

Charges sent in advance by post will be returned unless post dated.

No charges will apply to cancellations made more than 28 days before the sessions are due to start.

Cancellations of sessions made 28 days or less prior to the start date will incur the 100% cost of the full half term.

If Boot Up! cancel the session due to staff sickness or bad weather we will offer an alternative date and if the date is not suitable will not charge for the session, however, missed sessions by the school/young people will be charged.

Boot Up! Outdoor Learning reserves the right to end provision if behaviour is either violent or dangerous, is drink or drug related, and puts either staff or students at risk.

We don't charge for cancellations made 28 days or more in advance however please let us know if you cancel so we can offer the spaces to another group.

Cancellations must be made in writing to [info@bootup.org.uk](mailto:info@bootup.org.uk)