

Terms and Conditions

Full or Half Term Weekly School Sessions for SEN/Children in Care/ Vulnerable Young People

Boot Up! accepts young people in KS2, KS3 or KS4 for a **minimum of 6 weeks** (or half a term) but it is preferred that the full 12 weeks of one term is booked for maximum effect. **The booking for the 6 weeks of sessions is payable in FULL and no refund given if the young person leaves or is asked to leave due to behavior.**

There is NO MAXIMUM time scale.

We are not able to take provisional bookings.

Schools and colleges/ social worker/ 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 date(s) we will send an email with a PDF Confirmation Letter attached.

If there is not availability on your chosen date(s) 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 MUST provide an up to date RISK ASSESSMENT 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 TA to accompany the young person at sessions unless discussed PRIOR to the booking.

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

Add jane@bootup.org.uk to your 'safe senders' list to ensure our emails reach you.

Please make your travel/staff arrangements **after** you have received a confirmed visit notification.

For any changes to a request or booking please email jane@bootup.org.uk

Payment

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

The booking for the 6 weeks of sessions is payable 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 well in advance of billing.

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

Cheques should be made payable to **Boot Up! Outdoor Learning CIC**.

Cheques sent in advance by post will be returned unless post-dated.

No charges will apply to cancellations made **more than 21 days before** the sessions are due to start.

Cancellations of sessions made 20 days or less prior to the visit 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 reserve 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 21 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 jane@bootup.org.uk

GDPR STATEMENT

Boot Up! Outdoor Learning will NOT share any private details with any other agencies other than those DIRECTLY involved in the welfare and education of a young person, and only if necessary or beneficial to that young person. These agencies may include carers, school staff, social workers, educational psychologist etc and other key workers involved with that young person, but only once permission is sought. By submitting and signing a Consent Form, a Carer/Parent/Teacher/Social Worker is agreeing to staff at Boot Up! Outdoor Learning having access to Personal Data. All personal data, including that of private emails, addresses and phone numbers of families concerned with that young person and/or staff/carers will be kept in a secure locked location and on a computer/phone with restricted access and password.

School Class Visits

Boot Up! classes a school visit as an organised group of students led by staff.

Schools and Colleges must have at least a 1 adult to every 10 students, more if SEN included.

All schools and colleges are asked to book as far in advance as possible.

Schools and colleges must make a direct booking with Boot Up! either by phone or email or website.

Visits are subject to availability.

All enquiries and visit requests are dealt with in the order in which they are received.

We are not able to take provisional bookings.

Add jane@bootup.org.uk to your 'safe senders' list to ensure our emails reach you.

To request a booking please call for a form to be emailed or fill in our online form

You should receive an email response to your booking form. If you do not receive this please contact us at jane@bootup.org.uk

If there is availability for your chosen date(s) we will send an email with a PDF Confirmation Letter attached.

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

Please make your travel arrangements **after** you have received a confirmed visit notification.

For any changes to a request or booking please email jane@bootup.org.uk

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

Schools must pay in a single transaction.

Payment can be made by invoice issued after the visit, or;

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

Cheques should be made payable to **Boot Up! Outdoor Learning CIC**.

Cheques sent in advance by post will be returned.

No charges will apply to cancellations made more than **21 days before** the visit. Cancellations of visits made 20 days or less prior to the visit date will incur a **100% administration fee**.

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

We don't charge for cancellations made 21 days or more in advance however please let us know if you can't visit so we can offer the space to another group.

Cancellations must be made in writing to jane@bootup.org.uk

Parties and Other Activities

Boot Up! classes a 'party' as an organised group of students led by a parent or carer.

Kids' Parties must have at least a 1 adult to every 5 children.

Parents/Carers are asked to book as far in advance as possible.

Families must make a direct booking with Boot Up! either by phone or email or website.

Parties are subject to availability.

All enquiries and party requests are dealt with in the order in which they are received.

We are not able to take provisional bookings.

Add jane@bootup.org.uk to your 'safe senders' list to ensure our emails reach you.

To request a booking please call for a form to be emailed or fill in our online form

You should receive an email response to your booking form. If you do not receive this please contact us at jane@bootup.org.uk

If there is availability for your chosen date(s) we will send an email with a Party Booking Form attached. Please return this asap.

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

Please issue your invitations and make your catering/travel arrangements **after** you have received a confirmed Party notification.

For any changes to a request or booking please email jane@bootup.org.uk

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

A deposit of £40 must be paid on return of the party Booking Form and the remainder will be billed and must pay in a single transaction.

Payment can be made by invoice issued after the party, or;

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

Cheques should be made payable to **Boot Up! Outdoor Learning CIC**.

Cheques sent in advance by post unless post-dated will be returned.

No charges will apply to cancellations made more than **14 days before** the Party. Cancellations of Parties made 13 days or less prior to the visit date will incur a **100% administration fee/Full cost**.

If the party has to be cancelled by Boot Up! due to staff sickness or bad weather conditions, another date will be offered. If this date is not acceptable then a full refund will be made.

We don't charge for cancellations made 14 days or more in advance however please let us know if you can't visit so we can offer the space to another group.

Cancellations must be made in writing to jane@bootup.org.uk