**Please return to Shine Time**

**TERMS & CONDITIONS OF SUMMER SCHOOL AND WORKSHOPS**

**ACCEPTANCE OF OUR TERMS**

You accept our terms by completing and returning this form. Students will not be able to take part in our Summer School /workshops without having completed a booking form.

**FEES:**

Payment for fees is required by the date stated on the invoice. Invoices will be sent out on receipt of booking form when your reserved place has been confirmed.

**CANCELLATION**

Please note that your child’s place has been confirmed for this year’s Shine Time Summer School and once confirmed this place can no longer be refunded.

Refunds will only be given if the Summer School has to be cancelled.

**SUPERVISION**

Shine time accepts responsibility for the supervision of a student whilst he/she is participating in our Summer School / Workshops.

Students over the age of 13 will be given permission to leave the Summer School premises within the lunch hour only if prior written confirmation is received from their parent /guardian.

Although students may arrive to the Summer School / Workshop without a parent / guardian present, a parent / guardian must be present to pick up their child at the end of the session. If you arrange for another adult to collect your child, a password must be agreed, prior to collection, with a Shine Time member of staff.

Students over the age of 13 will be allowed to leave the premises, at the end of the Summer School / Workshop day, without an adult present only if prior written confirmation has been given directly to Shine Time.

**BEHAVIOUR POLICY**

All students are expected to behave appropriately throughout the week and if any child is seen to be disruptive within the workshop or is seen to be showing inappropriate behaviour towards any of the other students or staff members they may be asked to leave.

Accordingly, any parent who is seen to behave aggressively or inappropriately towards any member of staff or student will have their child excluded from the Summer School / Workshop.

This may also result in their child/Shine Time student being excluded from any future Summer School / Workshops or weekly lessons.

Our exercising this right does not entitle the student/parent to any credit /refund of Summer School / Workshop fees.

**PRIVACY**

As a company holding personal information, we are liable and obliged under the GDPR to protect your personal details. Email addresses may from time to time be shared amongst other Shine Time parents and after the cessation of the Summer School / Workshop your personal data will be kept securely in order for any correspondence, regarding future Shine Time event, may be sent. Please inform Shine Time if you do not give permission for this to be the case.

**PHOTOGRAPHY & VIDEOGRAPHY**

Photographs and videos will be taken throughout the Summer School / Workshop. A professional photographic company will attend the final day of Summer School so that parents are able to purchase printed photographs and view the same online for a limited time using a password protected site. More details of this will be given in the Summer School information pack.

These photographs and videos may be used in future advertising for Shine Time events

**CHANGES TO TERMS AND CONDITIONS**

Parents and students are subject to Shine Time terms and conditions. We reserve the right to alter the terms and conditions without prior notice. Following any changes, the revised terms and conditions will be sent with the next invoice you receive for any future Summer School / Workshop.

Client signature……………………………………Date……………........

Please sign to agree to these terms and conditions

Director signature……………………………….Date……………........

Laura Green

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