



Bookings Policy

Sandmartins Activity Club is open to any child/young person of school age from 4 to 14 years (16yrs with a disability)

Sandmartins is flexible about attendance patterns to accommodate the needs of individual children and families.

Sessions must be pre booked and are dealt with on a first come first serve basis.

Term time and school holiday bookings are dealt with separately.

Term Time Bookings are taken for breakfast club 7.30am – 8.50am and after school from 3.00pm – 6.00pm. Arrangements can be made for daily, weekly, fortnightly patterns which will continue each term until notified otherwise. One off or as and when sessions can be booked subject to availability.

Holiday Bookings open 8am – 6pm Each and every school holiday requires separate booking requests for each child.

All bookings require a weeks notice for cancellations otherwise a charge will be incurred as per current price list.

A confirmation of booking form will be sent to you for holiday sessions booked, detailing the charges and cancellation period required

Workshops must be pre booked and paid for at the time of booking.

Please can we ask for your co-operation in notifying us as soon as possible if your child/young person has been booked into a session but is unable to attend. Please leave a message on our answer phone, which is checked regularly, or advise in person during open hours.

Sessions are liable for payment if children or young people are booked in and they do not attend (see Sandmartins price list/cancellation charges).

(Our 24 hour answering service is 01929 551212)

This policy was adopted by:- Sandmartins	Dated 12.10.2015 reviewed on 22 May 2017, 22 May 2018
Release Authority Trustees	Signed by Keith Cranfield Treasurer & Trustee
To be reviewed May 2019	Signed Keith Cranfield