

### **Booking a subject session**

Please choose the subject(s) you would like to book and fill out the online registration form. You will receive an acknowledgement email once the payment is confirmed. You will also receive joining instructions three weeks before the start of the course. Please note, that when booking a place on our revision camp you will be redirected from the Dollar Academy school website to Trybooking, an external web page.

### **Confirmation and payment**

Bookings and payment must be made by persons over 18 years of age. Payment can only be made via credit card or debit card. Your booking will be confirmed after we have received full payment.

### **General**

In the unlikely event that an aspect of the camp does not meet your expectations, please contact Don Caskie, Director of Co-Curriculum, Operations & Outreach

[caskie-d@dollaracademy.org.uk](mailto:caskie-d@dollaracademy.org.uk) in order that we can address the issue while your child is still on the camp.

On receipt of full payment, joining instructions will be sent to you before the camp commences. Any subject materials or equipment such as personal devices will be communicated to you before the camp commences. Please read this information carefully as it is your responsibility to ensure your child is suitably equipped.

By proceeding with your booking, you confirm that you have read and accept these booking conditions and information.

### **Health & Welfare**

The safety, security and wellbeing of all participants is of paramount importance. Dollar Academy is committed to safeguarding and promoting the welfare of young people. The school complies with the National Guidance for Child Protection in Scotland 2021 - updated 2023 and the Protection of Vulnerable Groups (PVG) Act 2007. All staff working at the revision camp are current full-time teachers at Dollar Academy, all fully qualified in your child's subject choice and are members of the PVG Scheme, which checks their suitability to work with children and provides continuous monitoring.

Since your child is a member of Dollar Academy, we already hold their medical information, however, if your child's medical details change in the period between booking and the camp starting, please contact [holidaycamps@dollaracademy.org.uk](mailto:holidaycamps@dollaracademy.org.uk) as soon as possible so that your child's medical records can be updated.

For the welfare of all participants, in the event that your child becomes unwell during the camp we will require you to collect your child. In the event your child suffers from vomiting or diarrhoea they will not be permitted to attend until a period of 48 hours after the last bout of illness.

If your child requires urgent medical attention, camp staff will take them to the nearest local hospital for immediate care or, if necessary, will telephone for an ambulance.

**Emergency medical treatment:** You authorise the Camp Director to consent on their behalf to your child receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person as necessary for your child's welfare and if you cannot be contacted in time.

For your child's security, you will be required to register with the relevant subject teacher, for each session and to sign out with them when they leave.

### **Cancellation**

If you wish to cancel your camp booking you must inform us of your cancellation by email immediately. Cancellations are subject to the following charges:

Over 42 days before start date = Full refund less £25

30 - 42 days = 30% of total cost

15 - 29 days = 50% of total cost

1 - 14 days = 75% of total cost

On or after start date = 100% of total cost

Refunds can only be made to the card used when booking, should the card have expired between booking and the camp start date please contact [holidaycamps@dollaracademy.org.uk](mailto:holidaycamps@dollaracademy.org.uk) so that an alternative refund can be made.

If you decide to withdraw your child from the camp, or if your child withdraws themselves during the camp, they may do so on the understanding that no refund of fees paid will be made, save in exceptional circumstances.

### **Negligence**

Dollar Academy accepts responsibility for those elements of the camp under our direct control if caused by proven negligence of the company or its employees. Dollar Academy cannot accept responsibility for the loss of enjoyment due to the following factors: bad weather, loss or damage to personal property, personal injury or illness suffered whilst on the course, and negligence of any sub-contractors.

### **Programme changes**

Dollar Academy will make every effort to adhere to the outlined programme however we reserve the right to alter or cancel any camps or other arrangements under our control due to insufficient numbers or extreme circumstances.

### **Camp Code of Conduct**

You understand and agree that if your child does not follow the school rules as set out in the Information for Pupils and Parents booklet and Behaviour and Discipline Policy on the Dollar Academy website, the camp reserves the right to discipline your child. The Information for Pupils and Parents booklet and the Behaviour and Discipline Policy contain further details of the expectations for good behaviour and discipline. You understand and agree that in cases of serious misbehaviour or rudeness, you will be notified. For very serious incidents such as violent or abusive (either physically or verbally) behaviour or if a child breaks the UK law, then the child will be expelled from the camp immediately, according to the procedure contained in the Behaviour and Discipline Policy.

## **Information Technology**

You understand and agree that if a child brings their own electronic equipment to the camp, they must use it in accordance with the Dollar Academy Mobile Phone Policy.

You understand and agree that your child will be allowed access to the internet via the Dollar Academy network. You agree that your child will be required to comply with the Dollar Academy Conditions of Use of Computers at all times.

## **Personal Possessions**

You understand and agree that your child is responsible for the security and safe use of all their possessions while on the camp. We strongly suggest that valuable items are left at home apart from those items that are expressly required for a particular revision session such as a laptop.

## **Damage**

Any damage caused by your child to camp property or equipment or the personal property of another child will incur a charge payable by the you.

## **Promotional Materials**

You understand and agree that the camp and carefully selected third parties use photographs/video and images in promotional materials. If you do not wish for your child's photograph or image to appear in such material, please inform the camp by emailing [holidaycamps@dollaracademy.org.uk](mailto:holidaycamps@dollaracademy.org.uk)

You understand and agree that your child will be asked to fill out an end of course questionnaire at the end of their camp, and that reviews and comments given by your child may be used in promotional material. The completion of the end of course questionnaire is optional.

## **Data Protection**

By agreeing to these Terms and Conditions, you authorise the camp to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the camp.

Dollar Academy will always keep personal detail of both you and your child safe and secure. Our privacy notices can be found on our website Data Protection Policy. If you any concerns about the data we hold or do not wish to receive any further communications from us, please contact Mrs V Mason at Dollar Academy.