

Booking Form

Please complete the form and return it with a deposit or the full sum to Uppingham Summer School, 34 Stockerston Road, Uppingham, Rutland LE15 9UD

For office use only:
Date received
Amount paid

Section 1 Booking Contact (i.e. an adult responsible for payment to whom all correspondence will be sent)

Title Forename Family Name
Address Postcode
Tel: Home Work Mobile Fax
Email address
May we send confirmation, final details and other communications by email? Yes No

Section 2 Course Attendee(s) (this may be the same person as above or may be, for example, a child whose parent(s) is the booking contact)

Attendees Name(s) (Note 1)	Sex M/F	Age	Course	Course Dates	Course Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- Notes**
1. Please give forename, followed by family name - if attendee wants a different name on their name badge please include this in brackets between forename and family name
 2. For Music Courses please also complete Section 4 below

Section 3 Accommodation (see General Information and Booking Conditions overleaf)

Accommodation
Children attending courses residentially are invited to check in on Sunday evening prior to the course starting. Full details with joining instructions. If they have friend(s) or family of the same sex attending the same week with whom they wish to share a room or be roomed near, please give friends name(s)

NB We always try to satisfy requests for friends to be near each other but need to know at this stage as it is not generally possible to change once rooming lists have been done.

Section 4 Additional information for attendees on Music Courses only

Attendee	Instrument	Grade	School currently attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 5 Payment

A non-returnable deposit of £50 per person per course (or full sum if course is less than £50) is payable to secure your place. The balance is due 30 days prior to course start. **Cheques** should be made payable to 'Uppingham School'

I enclose DEPOSIT ONLY or FULL PAYMENT of £ *(see below) by CHEQUE CREDIT CARD (tick as appropriate)

Credit card number Start date (if applic)

Expiry date Issue No (if applic) Last 3 digits of security code on signature strip

Signature

I confirm I have read and understood the conditions set out in this brochure and agree to abide by them
Signature Date

*PLEASE NOTE The Early Payment Discount is available on children's full week residential courses (see overleaf)

General Information & Booking Conditions

Catering – non-residential students

During breaks we provide coffee/tea for adults and squash for children. Children attending full day courses should bring a packed lunch to be eaten in a supervised area during the lunch break. Adults may eat in town or bring a packed lunch.

Applications and Cancellations

To secure your place, please send a deposit of £50 (or full sum if your course fee is less than £50). Your place will be confirmed when the deposit payment has been banked by Uppingham Summer School. The balance of the amount due must be paid not less than 30 days prior to course start date. A cancellation is only effective when notification is received in writing by the Summer School – cancellations will always be acknowledged. The following cancellation charges will apply.

- Cancellation more than 90 days from course start – full refund
- Cancellation less than 90, but more than 30 days from course start – deposit forfeited
- Cancellation 30 days or less from course start – full sum due

General

1. Uppingham Summer School reserves the right to cancel a course if numbers enrolled have not reached a minimum requirement which varies from course to course.
2. The Summer School reserves the right to change advertised tutors/coaches and amend the programme where it is found to be unavoidable or in the students' best interests.
3. Uppingham Summer School reserves the right to exclude any student if, in our view, the student's presence makes it difficult for the course to function properly.
4. Uppingham Summer School will not accept responsibility for any loss of enjoyment due to adverse weather conditions, industrial disputes or any other cause beyond the control of the Uppingham Summer School. Although we aim to offer a wet weather alternative, this cannot always be guaranteed.
5. Where any student or parent/guardian has any concern(s)/complaint(s) about any course or any aspect of any course, he/she should address the matter immediately, in writing, to the Enterprise Manager. Our aim is always to ensure our courses satisfy the expectations raised in our brochure. Where we are aware of a problem, we shall try to resolve it to ensure customer satisfaction. No recompense can be considered in retrospect for any complaint which was not brought to the Enterprise Manager's attention at a time when it was still possible to rectify the issue.
6. Final details of your course will be sent to you shortly before the start date. If this does not answer all your questions, please ask for clarification.
7. As you would expect of a school, no smoking is permitted in any of Uppingham School's buildings

PLEASE NOTE – on courses indicated you can enjoy an early-payment discount of £30 per person by paying the full sum by Monday 31 May (no reminder will be sent). Reminders will be sent to those not paying by 31 May to advise that the full sum is due 30 days before course start date.

The Venue

Uppingham Summer School courses all take place at Uppingham School, one of the UK's leading independent schools. Founded in 1584 the school is set in 120 acres of rolling Rutland countryside in the picturesque and historic market town of Uppingham. The school has a state of the art music school and drama studio, an inspirational design and technology building designed by Piers Gough (The Leonardo Centre) and excellent sports facilities, and full use is made of these for holiday courses.

Uppingham is situated in the heart of the country and is easily accessible from the A1, M1 and A14. Kettering and Peterborough train stations are close by and it is only one hour from Birmingham airport or two hours from Heathrow airport.

Residential accommodation is provided in the school's comfortable and spacious boarding houses and consists of a combination of shared rooms for younger children and single rooms for older children and adults. A delicious range of meals are prepared by our own chefs and served in each house dining room.

For residential students, the school's superb sports facilities, theatre and art & design centre provide plenty of opportunity for fun during free time. However, there is always a comfortable common room with television available for any students who might just want to relax after a busy day!

Staying at Uppingham

Additional information for children staying residentially on one of our full-week courses

The following information relates to students staying residentially on Young Musicians' Week, Jazz Big Band Week and From Page to Stage.

Residential students check-in is between 6.30 and 7.30pm on the Sunday evening i.e. the day before the course starts. After parents have departed, students have a light tea, have a fire drill plus session with key pastoral staff outlining our expectations of them regarding behaviour, discipline – and what they can expect of us, and, if time permits, participate in 'get to know you' activities.

Student accommodation is in the school's pleasant and spacious boarding houses – each house used is for the exclusive use of students attending our residential courses during our residential course weeks. Older students will be in single rooms, younger students will share with other children of the same age and gender. All bedding is supplied but students are asked to bring their own soap and towels.

A programme of evening activity begins each day as soon as the non-residential students have gone home. The programme varies with each course but generally includes sports options (football, swimming, rounders, badminton etc) plus less active pursuits such as DVDs, quizzes, treasure hunts and an end of course disco/party – some courses, dependent on numbers, also include an evening at Laser Quest in Leicester. E-mail, web-surfing (with child-friendly filters!) is available.

Pastoral staff, on hand 24 hours a day for the welfare of our students, will assist the leisure staff with the leisure programme and will also stay in the boarding house to ensure safety and discipline and to look after the needs and concerns of students.

In all cases the residential course price includes accommodation, breakfast, lunch, dinner and supper, plus drinks throughout the course as well as the evening's leisure programme.