

BOOKING FORM

INFORMATION ABOUT YOUR CHILD

Surname

Child's first name

Is your child Female Male

Date of birth

School year group

Age (at start of Superweek)

Home address

Postcode

School

Is this his/her first Superweek Yes No

Booking your Superweek and travel

My first Superweek choice:

My second Superweek choice:

I would like accompanied travel from:

Enter a travel point as listed below or put 'BY CAR'

Travel points:

Birmingham (International Train Station)

Bristol Cardiff

Coventry Chesterfield

Derby Leeds

Liverpool London

Manchester Milton Keynes

Newcastle Oxford

Sheffield Stoke

Worcester York

Travel from (insert name of preferred town):

Would be easier. Please let me know if this is possible.

We will ask you before the Superweek to supply further information to look after your child properly. If however there is anything sensitive or medical you wish to tell us at this stage, please include it with this application or ring ATE to talk to a holiday Director.

If this is your child's first Superweek. Where did you hear about us?

Presentation at school Family or friends

The Internet

The Press

Other source

Parent/legal guardian details

Parent/legal guardian name (please print clearly)

Title Mr Mrs Miss Ms Other

Relation to child

Address

(if different to child's)

Postcode

Daytime telephone

Evening telephone

Mobile

Email

Parent/legal guardian declaration

I have read and understood the booking conditions overleaf

I enclose payment of

Minimum deposit of £80

Please confirm your method of payment

Cheque Credit/debit card Bank transfer

Cheques should be made payable to ATE

Please call 01 684 562 400 to pay

Bank transfer details overleaf

Signature of parent/legal guardian

How to apply for a Superweek

Please read the booking conditions carefully and then complete the booking form below. If you are applying for more than one child, please use one form per child. If your child is applying with a friend please make sure both families agree the same Superweek (and the same travel point if they are travelling together), and contact the office to let us know the children would like to be grouped together, if possible, so we can match them up.

When you have submitted your booking form below, please send your deposit payment (£80 per child per session), or the full amount, via one of the following methods of payment:

Cheque: Please make cheques payable to ATE and send to the office at: ATE, 8 St. Ann's Road, Malvern, Worcs, WR14 4RG.

Bank Transfer (Account: ATE, Account Number: 00019188, Sort Code: 40-52-40). NB. We can accept payment in instalments, please contact the office. For payments from outside the UK, please contact the office for international bank payment details

Debit or Credit Card by phone on 01684 562 400.

All money due must be settled 4 weeks before the Superweek start date.

WHAT HAPPENS NEXT:

Our Office Manager checks all of the Superweek applications carefully. You will usually receive an acknowledgement of your booking by email within 10 working days. Nearer to the Superweek you will receive further information by email including a suggested clothing list, and further information about the week itself, including directions to the centre, contact details and guidelines for pocket money. At the same time we will ask you to fill in a short medical and personal information form, asking for further information about your child to help us look after him or her properly. It's important that this form is returned to us at least 10 days before the start of the Superweek. If your child is travelling on our free, accompanied travel system, final details will be sent to you by email and by post approximately 7 – 10 days before the day of departure.

If you have not provided an email address, correspondence from ATE will be posted to you. Last minute changes can occur, so it would be very helpful if you could provide an email address if possible. All correspondence to customers outside of the UK will be by email.

1. Children can only be accepted for a complete Superweek, i.e. arriving on the first day and leaving on the last day.
2. Age ranges for holidays provide guidance for the age range we feel would get the most from a holiday. If your child is a year out at either side of an age range (but over 8 years old) and you feel they would cope, please ring the office for advice.
3. If you apply for two friends to come together, we will do our best to put them in the same group within the Superweek, but cannot absolutely promise this.
4. The £80 booking deposit is non-refundable. If bookings are later withdrawn, any refund of money paid would be at ATE's absolute discretion. Our decision would be influenced by the reason for the cancellation and how much notice was given.
5. ATE will do all in its power to deliver its programme as set out. However, we reserve the right to cancel or alter holidays if circumstances beyond our control make this unavoidable. Parents would be told at once of any such changes, and they would be given the opportunity to switch to another holiday or, in the event of ATE needing to cancel a holiday, have a full refund.
6. It is imperative that ATE is told at the time of booking about any disabilities, social or behavioural problems which could cause difficulties for the child and/or other children. ATE reserves the right not to accept children we do not think we can support properly. An ATE holiday is not necessarily the right solution for respite care, i.e. where a child is being sent not for his/her own benefit but for the benefit of parents or carers.
7. ATE also reserves the right to ask that parents remove a child if his/her behaviour is putting other children, staff or him/herself at risk. ATE has an attitude of zero tolerance towards bullying and racism. In such cases collection from the Superweek would be the responsibility of, and at the expense of, the parent or guardian who completed the booking form. It is in no one's interest (least of all the child's) to send someone to a Superweek who is likely to be unacceptably disruptive or aggressive.