

HOLMEWOOD HOUSE EASTER COURSES 2019

email: cmasterson@holmewoodhouse.co.uk

Please read through the following information.

Arriving at Holmewood House

We operate an unofficial one-way system through the school and always advise traffic to enter via Barrow Lane and exit along Hither Chantlers. Cars approaching the school against the flow of traffic will be redirected.

Registration and Course Times

All children register in the Jubilee Theatre and should be collected from there at the end of the session. Courses run mornings or afternoons over 4 days (Monday to Thursday). Morning sessions run from 10:00am to 12:30pm, afternoon sessions from 1:30pm to 4:00pm. For your convenience, we are open from 9:00 for early arrivals (at an additional cost of £5 per child per week) and until 17:00 for late departures (at an additional cost of £5 per child per week). If both required, the weekly cost is £10 per child. Please do not exceed these times.

Swimming Courses

Before signing up for swimming courses, please speak to your child's swimming instructor to establish their level if not already known. Please read separate sheet the swimming level information at the bottom of the swim timetable, which gives an indication of what your child should be capable of at the different levels (STA National Standards).

Lunch and Break Times

Children staying for the full day may book in for school lunch (please see application form) or bring a packed lunch. All children eat in the dining room under supervision. Break time is supervised and children may watch a suitable DVD in the Jubilee Theatre. Drinks, biscuits and fruit are provided, but children may also purchase sweets from the tuck shop where they may spend up to a maximum of 30p.

Medical and Emergency including Fire Alarms

Please let us know if your child suffers from any specific medical problem. There is space for this on the application form. Sickbay is **not** in operation during the courses, but we have trained first-aiders on site. Upon hearing the fire alarm, you must leave by the nearest exit and assemble along the tennis course fence on the north lawn where you should await further instruction.

Bookings and payment

It is advisable to email to check availability before sending in your application form. Places can be provisionally booked, but application forms with payment are required within 10 working days to secure a place. Confirmation will be sent on receipt of application form. We accept payment by cheque, cash, BACs or Childcare Voucher.

Course Length

Please note that when we refer to a 'week' course, this is actually our course length which runs from Monday to Thursday. There are no courses on a Friday.

Cancellations

If you wish to cancel a booking, course fees (minus £15.00 administrative charge) may be refunded provided 3 weeks notice has been given. If a course has to be cancelled due to insufficient numbers of applicants, an alternative course will be offered or full fees refunded.

Lost Property

All items left behind at the end of the sessions will be displayed on the desk at registration. Unclaimed property will be disposed of two weeks after the end of courses.

Grievance Procedure

Please direct any concerns to the Course Director immediately or contact Claire Masterson on cmasterson@holmewoodhouse.co.uk