

# HEATHFIELD SUMMER CAMP TERMS AND CONDITIONS 2025



Heathfield  
Summer  
Camp

## SUMMER CAMP - UK DAY CAMP AND UK BOARDING CAMP RESIDENTS

### BOOKING AND PAYMENT (New booking system in 2025)

Bookings and payment are all made online using the link provided on our website. A deposit payment of 25% is required at time of booking with full payment required at least 6 weeks before the start of Summer Camp. Availability is shown on the booking platform. If there is no availability, please email us for more information as we will hold a waiting list and spaces may still be available. Please follow instructions in the payment section of your booking.

Childcare Vouchers can be used at the time of booking using 'Poncho Pay'. Further details are available on the website.

- Early Bird Discount of 10% offered up to 18<sup>th</sup> May 2025.
- Returners Discount of 10% offered up to 15<sup>th</sup> June 2024 - This will be emailed to all Returners.
- Sibling Discount of 5% on 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Child offered continuously.

### Book with Confidence

All bookings can be cancelled up to 4 weeks before commencement of Summer Camp. Final date is 15<sup>th</sup> June 2025. 25% of full payment is non-refundable. (Unless request of cancellation is made in the first 14 days after initial booking.)

### Cancellation or Absence Overview

- After Booking there is a 'change of mind' period of 14 days. If cancellation notice is provided within 14 days of the booking payment being made, 100% of the payment will be refunded.
- After this 14-day period, only 75% is refundable
- If notice of cancellation is given in writing via email to [summerschool@heathfieldschool.net](mailto:summerschool@heathfieldschool.net) 4 weeks prior to commencement of the start of Summer camp i.e. the 15<sup>th</sup> June 2025, then course fees paid will be refunded in full, minus the 25% of full payment.
- **No refund will be granted for any girls arriving after the course has begun or absent during the course.**

**Day and Boarding Camp: Up to 15<sup>th</sup> June 2024 loss of 25% of Full Payment  
After 15<sup>th</sup> June 2024 or for no-show, loss of fees.**

By agreement with the Director, it may be possible to reschedule days or weeks, depending on availability. Heathfield School reserves the right to charge an administration fee for any major changes. All requests for changes MUST be in writing by email to [summerschool@heathfieldschool.net](mailto:summerschool@heathfieldschool.net)

### Request of booking alteration (change of dates)

If you require to change your booking to a different week please inform us by the 22<sup>nd</sup> June 2025. If we have availability we will do this for you once notified. Any changes made to a booking after the 22<sup>nd</sup> June 2025 **will incur a £50 admin fee.**



### Heathfield Summer Courses

London Road | Ascot | Berks | SL5 8BQ  
T: 01344 894295  
E: [summerschool@heathfieldschool.net](mailto:summerschool@heathfieldschool.net)  
[heathfieldsummerschool.co.uk](http://heathfieldsummerschool.co.uk)

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## Responsibility

A parent must be resident in the UK at all times during the course. In the case of a girl who is a UK national but lives overseas, a close relative who is resident in the UK may be accepted as a guardian 'in loco parentis' at the school's discretion.

All boarders must be eligible for medical care under the National Health Service or provide proof of comprehensive travel insurance, including medical care.

## Academy Options

As part of the booking process, girls choose an Academy to attend as part of their exciting Summer Camp experience.

This forms part of their one week booking. If booking individual days, then girls will attend the Multi Activities Academy by default.

Only one academy is selected as part of your booking for each week booked.

Academies take place on Tuesday, Wednesday and Fridays. For length and frequency of each academy please refer to the 'Academy Options information document' or view the document [here](#):

Please note; not all Academies are available each week of Summer Camp

The following academies are included in the course fee but only one is chosen for each specific week.

- Multi Activities Academy
- Performing Arts Academy
- Modern Dance Academy
- Football Academy
- Art Fusion Academy
- Art Fashion, Textile Design and Illustration

These incur an extra fee and are calculated on the booking tickets.

- Tennis Academy
- Horse Riding Academy
- Horse Riding and Stable Management
- Water Sports Academy
- Golf Academy
- Yoga, Fitness and Relaxation Academy
- Photography Academy

Academies are subject to change or cancellation. Academies will be cancelled if sign up numbers are too low or other factors deem us not able to deliver the Academy to the high standards we set.

- Should an Academy be cancelled by us, an alternative Academy will be offered.
- If the cancelled Academy is a fee-paying Academy, funds will move to the alternative Academy and any differences will be refunded or in some cases, an additional fee may be required where appropriate.
- In the event of a cancellation on our part, all Academy fees will be refunded in full, if moving to a 'non fee-paying' Academy.
- If a fee-paying Academy is cancelled by the parent/ guardian or student after the 15<sup>th</sup> June 2025 **no refund will be offered.**



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## Horse Riding

If you have booked a Horse Riding Academy, an online questionnaire (link) required by the riding stables will be sent to you. The form **MUST** be completed before your daughter is due to attend. No girl will be allowed to ride unless the form is submitted and we have received confirmation.

## Health and Welfare

If your daughter has any significant medical problems or any other issues, please contact us **BEFORE** booking so we can assess the situation and discuss with you whether our course is appropriate for her. Please also contact us if any situation develops about which we should know.

A Medical Form is now submitted as part of the online booking process.

**Failure to disclose any medical history, including psychological or behavioural problems, any important background information or to inform us of medication being taken during the course may result in the student being asked to leave the school, if it is the opinion of the Nurse or Director that we cannot safely look after her.**

## School Rules

Registration of a girl at Summer Camp obliges the girl to obey the rules of the School. Failure to observe the Heathfield School rules, or behaviour detrimental to the reputation of the School, or which endangers the safety or well-being of other participants in the courses (including bullying, intimidation or inappropriate behaviour), may lead to expulsion and in such circumstances the decision of the School will be final. No refund of fees will be made and parents must arrange to collect their daughter as soon as they are notified of the decision.

Girls are given basic school rules on their arrival. These are for their safety and protection and include the following:

- No girl may leave the grounds at any time without a member of staff.
- No girl may enter an area marked 'No Entry'.
- All girls must follow fire safety instructions and must never cause the fire alarm to be sounded as a false alarm.
- Smoking, vaping, drinking alcohol and use of banned drugs are not allowed in the school, school grounds or on school trips.
- Any medication **must** be handed in to the School Nurse on arrival.
- Attendance is compulsory in Summer Camp activities and at meals. For boarders, attendance on trips and on evening and weekend activities is also compulsory.
- Boarders aged 12 and over who have parental permission to leave the direct supervision of staff during a trip **MUST** stay in groups of not fewer than 3 or 4 girls. Girls must stay in the areas designated by staff and must not take public transport.
- Girls should not bring unnecessary and valuable items, including larger items such as tablets or laptops, to school; for boarders, any items such as a camera or purse must be kept in a room safe or in a locking suitcase.
- Boarders under the age of 12 and day girls should **NOT** bring mobile phones which are easily misused or mislaid. Use of mobile phones for older boarders is restricted to designated periods of free time. Misuse



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## School Rules Cont.

- of mobile phones will result in the phone being held by the Summer Camp Director, Housemother or Office.
- No girl should bring to Heathfield inappropriate material or show such material to other students, including on any mobile device.
- All damage to school buildings or property will be charged to girls.

## Lost Property

The school will not send any lost property to parents. Please make sure you have collected all of your belongings. Lost property will be kept until the 10<sup>th</sup> August. The school will not be responsible or liable for any misplaced or lost items.

## Liability

Heathfield School has public liability insurance. Any liability of the School to the student or parent or guardian, in respect of which the School has insurance, shall be limited to the amount of such cover and any such liability in respect of which the School does not have insurance cover shall be limited to the aggregate amount of fees paid in respect of the student. Nothing in these terms and conditions, however, shall operate to exclude any liability of the School for personal injury or death caused by negligence of the School or its respective agents, servants and suppliers.

Heathfield School has taken all reasonable steps to ensure the skills and care of independent suppliers who provide services to the School. This includes checking suppliers' Risk Assessments, insurance policies and criminal record checks.

## Force Majeure Notification

Force Majeure: An event beyond the reasonable control of the School or the Parents is a Force Majeure Event and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, compliance with any law or governmental order rule, regulation or direction (including that of a local authority), accident, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

If either the School or the Parents is prevented from or delayed in carrying out any of its contractual obligations by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues. It shall be a condition of the contract between the School and the student and her parent or guardian that the School shall not, in any way, be liable to the student or the parent or guardian in the event that any service contracted to be supplied by the School becomes impossible to supply due to reasons outside its control.

## Data Protection

Heathfield School collects and stores personal data for adults registering students on the Summer School and Summer Camp courses and for students registered on the courses in accordance with the UK Data Protection Act (2018). A summary is on the How to Apply page of the website. A full Heathfield School Data Protection Policy is on the website.



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