

27<sup>th</sup> September 2016

Dear Parent / Carer

Due to the local election there will be **no class on Thursday 6<sup>th</sup> October**, however Amy will deliver this class on **Tuesday 4<sup>th</sup> October**. We will continue this class on **Thursday 27<sup>th</sup> October 8.15-9am** at Duncan Forbes Primary gym hall. The club will be delivered by qualified dance instructor, Amy Gallagher. There will be a charge of £8 for this block of sessions to cover the cost of hiring the instructor. Please make sure your child wears suitable clothing for this activity. The dates of sessions are as below.

October	November	January
27	3,10,17,24	12,19,26

Bookings must be made at **Culloden Academy Community Complex (Mon-Fri 6-9pm, Sat-Sun 9-4pm)**. The attached form must be handed over in person at the reception desk at Culloden Academy Community Complex. Confirmation of a place will be made at the time of booking. **PLEASE DO NOT LEAVE FORMS AT YOUR SCHOOL OFFICE. PLEASE DO NOT LEAVE FORMS AT CULLODEN ACADEMY SCHOOL OFFICE. FORMS AND PAYMENT SHOULD BE HANDED TO THE RECEPTIONIST AT THE LEISURE COMPLEX RECEPTION DESK DURING OPENING TIMES.** Places are limited, only bookings made at the Leisure Centre will be accepted.

**We are aiming to run a Dance Leaders course for parents, therefore if you are interested please let me know. Delivery of this course will be approximately 6 hours over 3 evenings.**

Yours sincerely

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**P1-P7 Wake Up ‘n’ Shake Up – Duncan Forbes Primary**

I consent to my child taking part in the activity listed above and agree for all personal information I have entered to be used for these purpose(s) as per the data protection statement:

Childs name: \_\_\_\_\_ Year Group \_\_\_\_\_ DOB \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_ Any medical conditions: \_\_\_\_\_

I am interested / not interested in a Dance Leaders course (delete as appropriate).

I am available/not available(delete as appropriate) to assist with this club.

**Photographs and video footage** may be taken by our staff during training sessions, events and classes. This content will be used in our traditional marketing campaigns, on our website and on social networks to promote sport and encourage more children to live an active lifestyle.  I DO NOT wish photographs or video footage to be taken of my child.

**Data Protection** – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

**Disability** – The Disability Discrimination Act describes a person as having a disability if he/she has a physical or mental impairment, which has a substantial long term effect (which lasts more than 12 months or more or is recurring) and has an adverse effect on their ability to carry out normal day to day activities.

Do you consider the participant to have a disability? Yes\*  No  (Please tick)

\*If yes please give details.....

**Declaration: I agree to the use of my personal data as detailed above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOOKING CONDITIONS** When making the booking on behalf of a child, you as the legal guardian are accepting these conditions on their behalf.

1. No refunds will be given, except where an event is cancelled by High Life Highland Active Schools. High Life Highland Active Schools reserves the right to cancel any event.
2. For some activities we request that children under 8 attend with a responsible adult. If this is the case it will be stated in the programme.
3. Where suitable clothing has been specified for an activity, it is for safety reasons and must be adhered to.
4. All events organised by High Life Highland Active Schools are covered by its public liability insurance for any claim of negligence attributable to High Life Highland Active Schools. Participants may wish to take out personal accident cover in addition to this.
5. High Life Highland Active Schools reserves the right to exclude people from any of its activities if they display any dangerous or inappropriate behaviour.
6. I am/my child is physically fit for the activity I have chosen.
7. I appreciate adventurous activities may be hazardous by their nature and I accept a reasonable element of risk.
8. My child is confident in the environment the activity takes place.
9. I confirm that my child can swim to the appropriate level to suit the activity they are being booked onto as stated in the programme (Note: this condition only relates to water based activities).
10. I agree to first aid/medical treatment being administered if required.
11. The contract shall be formed when the company acknowledges acceptance of the customers booking and required payment.
12. Participation in adventurous activities entails some risk of injury. All staff employed by the company are trained and appropriately qualified to run activity sessions and will at all times proceed in a manner to limit the risk of injury. However, customers need to accept that accidents and injuries can happen.
13. Any customer under the age of 18 years must have the explicit permission of his/her parent or guardian before being able to take part in any activity/course offered by the company. The parent or guardian need to be aware and accept the risks involved in adventure activities and satisfy themselves accordingly.
14. The customer is responsible for the safekeeping of all equipment issued for use during the activity/course. With the exception of fair wear and tear the company reserves the right to charge for equipment that has been lost or misused.
15. All bookings are on the basis that the customer will, at all times, observe the safety regulations set by the company.
16. The contract is subject to availability of a course place/date and the acceptance by the customer of these terms and conditions.
17. Neither the company website or literature constitutes an offer, and the company may correct any errors or omissions to its published prices at any time prior to the confirmation of the contract in accordance with this condition.
18. All information is produced in good faith that it is accurate at the time of going to press.