

CLUB ON ROBOTICS BOOKING FORM

Please note, that parents who pick up their children late will be subject to **£5 additional fee for every 15 minutes late**. Please fill the below booking form (please make sure the form is physically signed) and email it to clubs@preparerobo.com. Payment instructions will be sent to you after receiving by us this booking form (once we reach minimum number of pupils).

Child's name			
School			
Parent/carer name			
Contact address			
Child's date of birth		Year group	
Phone number		Email	
Name of person authorised to collect the child other than parent/carer above			
1.			
2.			
3.			
Special medical conditions and other requirements (including medicines and taking instructions)			
Relevant Medical History (please tick and provide further information if your child has the following):		<input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Heart trouble <input type="checkbox"/> Bleeding/clotting <input type="checkbox"/> Allergies <input type="checkbox"/> Other	
Any other information that we need to be aware of (emotional, behavioural, learning difficulties, additional needs etc.):			
Emergency contact details (if different from above)			
Name		Phone number	
Address			

I agree that the above information is correct and I hereby give permission for my child to receive emergency medical treatment or First Aid in the event of staff being unable to contact me. I agree to my child being collected after the end of the After School Club on Robotics at the above specified school by above specified persons.

PrepareRobo Ltd may use for publicity and marketing purposes, without prior notification any photos or videos taken of the Participant during workshops and any statement (either written or oral) made by the participant or you. You may withdraw consent for above at any time in a written form issued to PrepareRobo Ltd.

I give permission for my child photographs/videos to be used as above:
(Please circle your answer) YES / NO

By booking place at the Robotics Club you agree to Terms&Conditions which are on the second page.

Date:

Print name:

Signature:

Terms & Conditions

1. Terms used in agreement
 - 1.1 For the purpose of this terms and conditions below terms shall have following meaning:
 - PrepareRobo – PrepareRobo Ltd registered in England and Wales, company registration number: 09928257, registered office: 71-75 Shelton Street, Covent Garden, London WC2H 9JQ or any person providing services on its behalf– Workshops – any activities provided by PrepareRobo
 - Participant – person taking part in workshops delivered by PrepareRobo
 - Location – venue where the workshops take place
 - You – adult participant, otherwise a parent or legal guardian of participant under 18 years old or organization PrepareRobo workshops are provided to
 2. Services, bookings and fee payment
 - 2.1 PrepareRobo shall provide workshops to participant subject to this agreement and shall not be varied unless in written form, signed by PrepareRobo and You.
 - 2.2 For any workshops the booking is required. The booking should be made via e-mail, booking form available on the PrepareRobo website (www.preparerobo.com), or by phone (followed by PrepareRobo e-mail response with booking details).
 - 2.3 To confirm the booking deposit payment is required. The amount of deposit shall be equal to 20% of total value of booking, unless another specified by PrepareRobo. If the deposit is not paid until the date due the reservation will be cancelled automatically.
 - 2.4 All payments shall be paid via bank transfer or by cheque (in such a case 5% additional fee may be charged). The cheque should be payable to PrepareRobo Ltd. Please note that we only accept cheques issued by organisations. PrepareRobo reserves the right to accept other forms of payment.
 - 2.5 The deposit is not refundable unless in case specified in point 3.1
 - 2.6 The total fee for the workshops due shall be paid until the day of the workshops or the date due on the invoice, whichever is earlier. PrepareRobo reserves the right to cancel the booking if the payment is not made until above specified date.
 - 2.7 PrepareRobo reserves the right to alter programmes, activities, itineraries, excursions, age brackets, premises and staff for its discretion and without notice.
 3. Booking cancellation
 - 3.1 PrepareRobo reserves the right to cancel the booking for its discretion without prior informing you. In such case deposit will be refunded into your bank account or appropriate cheque will be issued.
 - 3.2 PrepareRobo will not refund any fees in case of Participants absent, arriving late or leaving early.
 - 3.3 PrepareRobo reserves the right to remove the participant from workshops in cases specified in point 5. In such case PrepareRobo will not refund any fees paid by you.
 4. Liability and behavior at workshops, medical treatment and emergency
 - 4.1 PrepareRobo will not be liable for any loss, damage, costs or expences which arise by negligence of third party contractors as well as PrepareRobo will not be responsible for any damage, loss or expences caused by Participants inadequate behavior.
 - 4.2 PrepareRobo’s entire liability shall not exceed the amount of fees paid by you for the provision of workshops.
 - 4.3 PrepareRobo reserves the right to remove the participant in case of inadequate behavior (especially when breaching the point 5.5), disruption the learning environment or in case of health and safety rules disruption. In such case any fees paid by you will not be refunded.
 - 4.4 You should inform PrepareRobo prior to workshops about any circumstances and/or Participant’s behavior which may affect workshops. It includes (but is not limited to) ADHD, SEN, language, disabilities, diet, medical, behavioral/social issues.
 - 4.5 In case of emergency, you agree the medical treatment to be given to the participant if required in accordance to instruction of qualified medical practitioner. In such circumstances you will be informed immediately about the situation outlined above. Above actions will be taken at your expence.
 - 4.6 If workshops are part of another event organized by a third party (i.e. child’s birthday party) PrepareRobo will not be responsible for people attending an event and appropriate regulations provided by that third party will apply.
 5. Lost/stolen property, serious incidents
 - 5.1 PrepareRobo will not be liable for any item of jewellery or valuable property brought to the Location by the Participant.
 - 5.2 PrepareRobo will not be responsible for any property left at the Location and may dispose of any such property if not claimed and collected by you within seven days of the end of the workshops.
 - 5.3 PrepareRobo reserves the right to search participants bags and other personal properties in appropriate circumstances, especially in case of serious incident suspicion.
 - 5.4 All the equipment shall be checked at the beginning of the workshops – any lost electronic parts should be reported to PrepareRobo. The equipment will be checked again at the end of workshops. If any part of the equipment is incomplete or broken you will be required to replace it.
 - 5.5 The participant is not allowed to possess or consume alcohol, tobacco or drugs during workshops at any times. In case of violation above the participant will be removed from the workshops immediately.
 6. Publicity and safeguarding policy
 - 6.1 You acknowledge that PrepareRobo may use for publicity and marketing purposes, without prior notification any photos or videos taken of the Participant during workshops and any statement (either written or oral) made by you or the participant. You may withdraw your consent for above at any time in a written form issued to PrepareRobo.
 - 6.2 In case of abuse suspicion or in an event of disclosure PrepareRobo will contact with adequate Local Safeguarding Children’s Board.
 7. General conditions
 - 7.1 In case of change to the above agreement you will be informed about such case in a written form. You can terminate the agreement of services as soon as you are informed about that.
 - 7.2 Above agreement shall be governed in accordance to the laws of England and the parties submit to the exclusive jurisdiction of the English Courts.

PrepareRobo Ltd Privacy Notice

PrepareRobo Ltd ('we' or 'us' or 'our') are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection.

1. Who we are:

PrepareRobo Ltd processes Personal Data both as a Processor and as a Controller as defined in the Directive and the GDPR.

PrepareRobo Ltd

registration number: 09928257.

Registered office: 71-75 Shelton Street, Covent Garden, London
WC2H 9JQ

office@preparerobo.com

2. What data we collect:

We collect information from parents (email, address, name and surname of pupils and parents, phone number, date of birth of pupils, medical information, permission for taking photos, persons authorized to collect students) to be able to function properly, ie to be able to inform parents about cancellation of Club.

3. Legal basis for processing the data:

Article 6(1) GDPR sets legal basis for processing the data. You have given us your consent to do that.

4. Will the data be shared with any third parties?

We sometimes need to share information provided by you with School for health and safety of your child.

5. How we will use your information:

We will only use information provided by you to successfully organize After School Club/Workshops.

We will not use it for marketing purposes unless you agreed otherwise

6. How long will we store your data:

Information will be stored only for necessary time to deliver services ordered by you and to meet legal requirements.

7. Your rights:

1.The right to be informed

1.The right of access

2.The right to rectification

3.The right to erasure

4.The right to restrict processing

5.The right to data portability

6.The right to object

7.Rights in relation to automated decision making and profiling.

8. Is providing personal data mandatory?

We need to receive personal data of you and your child to be able to safely lead Club/Workshops at your School/Venue. If you do not provide us with this information we will be unable to accept your child at our Club.

9. Is Data provided by you secure?

We always have in mind keeping information submitted by you secure. Digital Data will be secured by password and encryption. Any printed data will be stored in a locked drawer/safe.

9.How can you raise a complaint:

If you wish to raise a complaint please go to: <https://ico.org.uk/make-a-complaint/>

You can find detailed Privacy Policy clicking [HERE \(http://preparerobo.com/privacy-policy\)](http://preparerobo.com/privacy-policy)

In case of any questions/amendments please feel free to contact us at: office@preparerobo.com or 07482446318.