

BEDFORD MODERN SCHOOL – HOLIDAY ACTIVITY COURSES

JOINING INSTRUCTIONS

Booking Confirmation

Once you have made a booking you will receive confirmation of the place/s in one of the following ways –

Postal Booking – a copy of your booking form will be returned to you indicating which course/s have been booked. If you have provided an e-mail address you will be sent your confirmation electronically, otherwise you will receive a copy by return post.

Online Booking – the new online booking system in use from January 2016 will retain details of your booking details; please log on to view. If you have used our booking system prior to 2016 please be aware you will no longer receive an e-mail confirmation of your booking.

Childcare Voucher Booking – you will receive confirmation as above, however, it is very important that payment in full is confirmed to the school by your voucher provider within 7 days of your original booking or places will be cancelled.

No further confirmations or joining instructions are sent out by the School.

Dropping Off and Collecting Children

Children can be dropped off from 9.10am for the morning courses and 1.15pm for the afternoon courses. Parents may park in the School's lower car park (on the left as you enter the site) before accompanying children to the Reception Area. If you need to stay with your child until courses begin you may do so. Older children and regular attendees can be dropped off by parents driving up to the front of the School, where they will be met by Holiday Course staff in their red and black livery waiting to greet the children.

At the end of the courses, 12.30pm for mornings and 4.30pm for afternoons, staff will bring the children to the front steps where they wait with the children until the child has identified the parent or consented adult collecting them.

Early Birds & Late Flyers

Postal bookings can be made by advising dates required and providing payment at the time of course booking. If you are using the online booking system you may now book places at the time of booking courses or at any time up to one day before attendance.

Early Birds and Late Flyers sessions are held in one of the School's Common Rooms. Entry is available through the double doors to the left of the main School Reception. Staff will be on hand to show parents and children to the Common Room. Parents are required to sign children out of the Late Flyer sessions. Children may be dropped off from 8am and must be collected by 6pm at the latest.