



Booking Terms and Conditions

Learning Unlimited Teaching School Alliance

Booking Terms & Conditions

These booking terms and conditions are correct as from September 2015.

Learning Unlimited TSA reserves the right to amend the Conditions at any point and by notifying affected parties of any such amendment.

1. Booking methods

Training and networking event places can be booked by downloading the appropriate booking form from the website or booking online via a dedicated page. Where possible, booking forms should be returned to us by email. When we receive your completed booking form we will send you an invoice for the course fee, for which payment will be due within 30 days of the invoice. Full details of the course venue and times will be sent upon confirmation of a course booking.

2. First Come, First Served

Places will be allocated on a first come, first served basis. In the case of over subscription to a course, a waiting list will operate and when possible and appropriate an additional session may take place.

3. Representatives from the same organisation

We are happy to accept multiple bookings from an organisation. In the event that a representative is unable to attend, an organisation is permitted to send a replacement representative (providing they meet any course eligibility requirements). We will consider exceptions on a case-by-case basis.

4. Booking Terms

a) Your contract is with the Learning Unlimited Teaching School Alliance, company number 09766609. The booking is made by the client named on the booking system. If you require the invoice for payment to be sent to another person within your organisation, please provide a contact name, email address and phone number.

b) Safeguarding is essential to St Thomas of Canterbury Trust, therefore delegates must ensure that they have an up-to-date Disclosure and Barring Service (DBS) at the time of booking. The safeguarding policy can be found on the school website.

c) Payment is required before the start of a course to reserve your place. Due to the popularity and bespoke nature of our courses we have to reserve places on a first come first served basis or offer specific training courses according to training needs. If payment is not received prior to the start of the course this could result in your place being allocated to another customer.

d) If you wish to cancel your place on a course you must notify Learning Unlimited TSA in writing (you can do this by email to a.bray@lutsa.co.uk). Only when written notification is received does cancellation become effective. Failure to attend a course will be considered a cancellation, as such no refund of course fee will be made. If you cancel your place on a fee-paying course more than ten working days before the event, 100% of the fee paid will be returned. Cancellations within ten days will incur the full fee paid. Even if there is no fee for the course, please tell us if you are unable to attend as this may allow someone else to attend in your place.

e) Learning Unlimited TSA reserves the right, if necessary to make alterations to a previously confirmed training course for reasons including but not limited to illness, adverse weather conditions or insufficient demand for the training course. In such cases Learning Unlimited TSA reserve the right to make the necessary changes and the client will be informed as soon as possible. Where feasible, Learning Unlimited TSA will offer alternative dates for the

📍 St Thomas of Canterbury School, A Catholic Voluntary Academy, Chancet Wood Drive, Sheffield, S8 7TR



enquiries@lutsa.co.uk



0114 274 5745



@PrimaryTSA



www.lutsa.co.uk

National Teaching School
designated by



National College for
Teaching & Leadership



training to take place. Learning Unlimited TSA will have no other liability for changes to your training course other than those set out in this condition, and no other claim for compensation or expenses will be considered.

f) Learning Unlimited TSA reserves the right to remove any delegate as a result of disruptive or inappropriate behaviour, such decision being at the sole discretion of the course leader. In such circumstance Learning Unlimited TSA will not offer any alternative dates or refunds of monies already paid.

g) Learning Unlimited TSA shall under no circumstances be liable for any loss of profit incurred by attending an event. All payment transactions between Learning Unlimited TSA and the client are confidential and should not be disclosed to outside parties.

h) If the activity, or sessions within it, are cancelled by Learning Unlimited TSA then we will first and foremost seek to re-programme the session with you. If this is not possible, we will return any booking deposit or fee paid.

i) From time to time there may be occasions where photography and/or filming takes place during a session. Learning Unlimited TSA reserves the right to distribute any images/ footage, if delegates do not wish to be photographed/ filmed they will need to notify Learning Unlimited TSA before the event.

Comprehensive Training and Development Package 2016-2017 for schools that subscribe to the £2000.00 package:

- Booking Terms are as above. E.g. credits will be lost if places are cancelled within ten days of the event.
- The package runs from 1st September 2016 – 31st August 2017.
- Additional credits may be purchased in blocks of 10 for £500.00.
- After receiving confirmation of the subscription, schools have a 14 day cooling off period.

Data Protection Statement

Learning Unlimited TSA is registered under the Data Protection Act (Registration No ZA141691) and respects individuals' rights to privacy and will keep safe any personal details that are given us in line with the UK Legislation of Data Protection. We will only ask you to give us personal details for as long as you are registered as a member of our alliance or have agreed to be contacted for publicity purposes. Please be assured that we do not sell information about individuals to any third parties. Information will only be shared for internal monitoring and evaluation of services and for the purposes of accountability to funding bodies.

Name & Registered Office:

LEARNING UNLIMITED TEACHING SCHOOL ALLIANCE

C/O ST THOMAS OF CANTERBURY SCHOOL

CHANCET WOOD DRIVE

SHEFFIELD

SOUTH YORKSHIRE

UNITED KINGDOM

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