

Booking a course at Lledr Hall

Head teachers will be given notification of the date and time bookings for the following year will open. Bookings will then be allocated on a first come first served basis depending on availability.

12-18 months before your course	<ul style="list-style-type: none"> We will send you a booking application form and a copy of the cancellation policy. You must return the Booking Application Form within 30 days or your course dates may be offered to another group. Please read the cancellation policy before signing and returning. You will be sent a confirmation letter by email detailing your course dates and the cost of your course
6-12 months before your course	<ul style="list-style-type: none"> Promote the course to pupils and parents. Lledr Hall can help with promotional material and may even be able to attend parents' evenings. Identify the member of staff who will lead the course and the other members of staff who will accompany the group. Secure deposits from the participants and start collecting the money. Fill in the appropriate section of the Evolve programme. Arrange transport to and from Lledr Hall. See transport information page. Arrange any insurance for your trip.
6 weeks before the course	<ul style="list-style-type: none"> Visit Lledr Hall if you are not familiar with the centre and carry out risk assessments including any places you are stopping on the way to and from the centre. Hand out the parental consent forms and start collecting them back signed and completed.
4 weeks before the course	<ul style="list-style-type: none"> Fill in and return the final booking form detailing final numbers of staff and pupils, any dietary requirements of staff and pupils and any medical conditions or behavioural issues we need to be aware of. Fill in the pre-course liaison form. This is to help you consider the aims of your course, any curriculum links you may want and the activities you might like to do. A member of Lledr Hall staff will then call you to discuss this. Consider a parents/ pupil meeting to share information they will need. Give out kit list. Lledr Hall staff may be able to attend this meeting if necessary.
2 weeks before the course	<ul style="list-style-type: none"> Make sure you have all completed parental consent forms returned. Make sure staff have filled in the adult medical and next of kin form. Fill out the dorm list and activity group list. Look at the role of visiting staff, trips and visits information, transport information and the sample programmes. Have the group read the code of conduct and fill in a contract of behaviour if appropriate to your group.
1 week before the course	<ul style="list-style-type: none"> Fill in the party details form this will act as a fire register during your stay so must be correct as you arrive at Lledr Hall.
Bring with you to Lledr Hall	<ul style="list-style-type: none"> Completed party details form Completed and signed parental consent forms Adult medical and next of kin forms Activity group list Dormitory list
After your stay	<ul style="list-style-type: none"> Complete and return a course evaluation form. Invoice will be emailed, payment terms – 30 days from date of invoice.