**Booking Form**

Please complete and sign the following booking form below and return to confirm your booking request

**WHAT IS BIKEABILITY?** Bikeability is the national cycle training programme supported and funded by the Department for Transport. The course builds the skills and confidence of children who can already ride. Bikeability cannot only make children better cyclists; potentially for the rest of their lives but can help with general confidence and independent thinking. All of our Bikeability training is delivered by qualified, professional, DBS checked National Standard Instructors. Visit [www.bikeability.org.uk](file:///E%3A%5CBikeabillity%5CSeptember%202020%5Cwww.bikeability.org.uk) for more information

Bikeability Instructors: All our instructors are registered with [Bikeability Trust](file:///E%3A%5CBikeabillity%5CSeptember%202020%5Cwww.bikeability.org.uk), are fully qualified, hold a valid DBS, Safeguarding and 1st Aid certificate. Our instructors don a photo ID badge with their DBS details displayed. You should be in receipt of our Letter of Assurance and Public Liability insurance but if you require an up to date copy, please visit our [website](https://www.arena-schools.co.uk/bikeability)

|  |  |
| --- | --- |
| **Date of Training** |  |
| **Bikeability Programme** |  |
| **Number of pupils who can attend** |  |
| **Parental Consent Forms issued** |  |
| **Any additional needs (provided before training date to make sessions inclusive)** |  |
| **Deadline for confirmation of numbers and consent forms** |  |

**Cancellation Policy**

Bikeability training is publicly funded by the Department for Transport. We are committed to fair terms for our workforce, meaning that cancellation costs must be met by the school to maximise public funding and to minimise the instances where children miss out on the opportunity to receive Bikeability training. It is understood that occasionally a whole booked course is cancelled. If a course is cancelled in its entirety the following cancellation terms shall apply:

|  |  |
| --- | --- |
| **Time of cancellation before the training start date** | **Cancellation charge** |
| More than 4 weeks  | No charge |
| Less than 4 weeks | 50% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school/organisation to fulfil the booking slot.  |
| Less than 14 days | 100% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school/organisation to fulfil the booking slot. |

There shall be no charge to the school where cancellation is due to:

* Unannounced Ofsted Inspection\*\*
* Public health mandated closure of school
* A force majeure event

\*\* Please note that Ofsted are keen to see schools working under normal circumstances and showing their extended curriculum.

Please sign below to confirm terms and conditions above:

|  |  |
| --- | --- |
| **Signature:** | **Job Title:** |
| **Full Name of Signature:** | **Date:** |