



Bookings and Attendance Policy

BAHE aims to provide a safe and inclusive arena for home educating families, and enable them to access a diverse range of learning opportunities. We aim to be as inclusive as possible. Please let us know of any reasonable adjustments that your family may require.

Bookings

1. Information on sessions will be displayed on our website. When new sessions become available to book, these will be notified through our mailing list, Facebook page and/or website.
2. Students will be automatically re-enrolled into sessions each term, and an invoice sent out to parents. Should you not wish to re-enrol, please let us know so the space can be offered to another family.
3. Bookings should be made online via our website. Assistance is available during drop-in sessions if required.
4. Places will be reserved on a first come, first serve basis.
5. Bookings will only be confirmed once full payment has been received.
6. Full payment must be received within a reasonable timeframe of making the booking, and at least by the first session, otherwise BAHE reserve the right to cancel the booking and offer the space to another family.
7. Any relevant consent forms will be sent out for return before/at the first attended session. In the case of high risk activities, failure to return a completed consent form will mean your child is unable to participate.
8. In exceptional circumstances, BAHE may agree to flexible payment options. Requests should be emailed to bahecic@gmail.com for consideration by the directors.

Cancellations

1. Participants can cancel at any time, either via the website or in writing by email or letter. Refunds will only be given if/when the vacated spaces are filled and paid for by a replacement participant.
2. BAHE reserve the right to cancel the session for whatever reason. We will endeavour to give as much notice as possible, but request that phone numbers are given in case

cancellation should happen at short notice. Wherever possible, we will try to rearrange the session for another time. Where this is not possible, we will refund you.

Late Arrivals

1. Late arrivals to sessions can cause disruption to other learners, so please try to be punctual.
2. If you do arrive late, please help your child(ren) to settle with minimal disruption. The session leader will come and explain any missed material when there is a break in teaching the rest of the group.

Parent / Carer Participation

1. Parents / carers must remain in site for all sessions unless explicitly stated (for example, overnight events). In cases where another family brings your child, they must assume responsibility for your child during the session.
2. Adults are expected to take an active role during the session, unless explicitly stated (for example, sports sessions). This is the best way to enable your child to benefit the most from the session and allows learning to continue at home. Where practical, adults will be expected to help clear up after a session.
3. If you require additional support during a session (for example, if you have several children with differing needs), please let us know and we will do our best to accommodate you.