

Brooke Weston Trust Primary Training Hub Terms and Conditions

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1. Booking Process

The courses, their start dates and prices are listed on the Brooke Weston Trust Teaching School Alliance website.

<https://www.brookewestonteachingschool.org/primaryhub>.

To reserve a place, you will need to complete the booking form on the web page. You will be asked to confirm that you have read these terms and conditions.

All booking requests should be made at least 28 days before the date of the training where possible.

2. Payment of Fees

After booking, we will send a confirmation email and an invoice for course fees within 14 days of receiving your booking (if applicable).

You are then liable for the whole fee unless we receive written notification of cancellation of transfer (see section 4 Cancellation of booking by the client and Section 5 Transfer of bookings to other events).

We require full payment of fees before the date of the course.

Invoices are issued (and must be paid) in British Pounds Sterling (GBP). We will send full details of how to pay course fees with the invoice – options include payment by cheque or BACS from a UK bank account; international bank transfer. The customer is responsible for all transaction charges.

Unless otherwise stated, all prices quoted are exclusive of VAT and are correct at the time of publishing on our website or in the printer literature.

3. Cancellation and Variation of Events by the Brooke Weston Trust Primary Training Hub

Brooke Weston Trust Primary Training Hub (BWPTH) is committed to offering high quality provision that meets the needs of candidates and will always aim to plan viable events. Very occasionally, circumstances will arise which result in the need to cancel provision. When this is the case, BWPTH will take proactive steps to inform you as soon as possible. BWPTH reserves the right to modify or cancel any provision if unforeseen circumstances arise, but will do our utmost to avoid doing so. Should BWPTH cancel an event that you have paid to attend, BWPTH will:

- Offer a refund for any fees paid (by cheque/BACS) or
- Provide a credit transfer for an alternative/future event

We are unable to compensate for any other costs incurred, such as transport and accommodation.

4. Cancellation of Booking by the Client

Places on BWPTH courses are limited. We therefore ask that you let us know as soon as possible if you need to cancel a booking. If you have to cancel a place and can find a suitable replacement, there will be no cancellation charge. If you are unable to find a replacement, cancellation charges will apply as below. We regret that we have to do this, however all bookings involve administrative costs and it is difficult to fill spaces made vacant by late cancellations. Cancellation charges depend on when we receive your written cancellation notice:

- If cancelled between 14 and 28 days before the course start date, we will refund 90% of course fees (subject to a minimum charge of £10). If the invoice is unpaid at the time of cancellation, you will pay 20% of the fee due.
- If cancelled between 7 and 14 days before the course start date, we will refund 50% of course fees. If the invoice is unpaid at the time of cancellation, you will pay 50% of the fee due.
- For bookings cancelled less than seven days before the course start date or for 'no shows', no refund will be made. If the invoice is unpaid at the time of cancellation, you will still be liable for 100% of the fee.

5. Transfer of Bookings to Other Events

You may transfer your booking to another course if we have enough vacant space. Please email primarytraininghub@brookewestontrust.org in the first instance.

6. Admissions Policy

All course participants will be required to show their school ID on entry to the training venue and will be escorted by a member of staff from the host school when visiting the toilets or restaurants.

Please note that mobile phones are not allowed to be used in any Brooke Weston Trust academies and electronic devices such as laptops and iPods are not allowed to be used in public areas, e.g. the restaurant/reception.

We reserve the right to exclude candidates from part/all of the courses due to the following:

- Disruptive or abusive behaviour
- Unauthorised late substitution of a confirmed course participant where the replacement person is not suitable for the course.

7. Payment Liability

If a candidate leaves their current employment and the employer had agreed to full pay course costs then liability for paying will remain with the school. Course fees will be invoiced before the start of the course and will need to be paid within 30 days. The candidate's school/setting will be invoiced by default, unless otherwise notified by the candidate at the time of application.

8. Data Protection

By registering for a course you consent to BWT processing your data for the purposes of providing courses.

The following data will be stored securely by BWT and will be used to send you information about our forthcoming courses and events.

Name, Place of Work, Contact Details and Dietary Requirements.

You may opt out of this anytime by emailing primarytraininghub@brookewestontrust.org

Your data will not be shared with any external agents.

BWT agrees to process data in line with General Data Protection Regulations.

9. General

BWPTH reserves the right to exercise or enforce any right available to us.

10. Changes to the Terms and Conditions

Please check these Terms and Conditions regularly. We reserve the right to update them at any time without notice. If you need further clarification on any aspect, please contact our team by emailing primarytraininghub@brookewestontrust.org

11. Brooke Weston Teaching School Alliance

The BWPTH is part of the Brooke Weston Teaching School Alliance (BWTSA). <https://www.brookewestonteachingschool.org/>