



## Little House of Science Terms and Conditions

These Terms and Conditions are for the School (The Client) and Little House of Science (LHS, 50 Dorey House, Brentford Lock, London TW8 8LD) for any workshops, holiday activities/workshops, weekly sessions carried out by Little House of Science including Science Days/Science Weeks/Science Clubs held by Little House of Science Ltd.

Client:

- A) The Clients classes to be held via LHS at the school/nursery/own venue at no extra charge
- B) Insurance/References

All LHS teachers and assistant are fully DBS screened and their documents will be supplied prior to the start of a class or classes. Any necessary forms will also be filled in by LHS staff.

At the time of the booking the client must be able to supply the following:

1. Proof of valid public liability insurance
2. Proof of valid employee indemnity insurance covering anyone working at a client

- Non-Compete & Confidentiality
- Both parties agree to treat and serve these terms and and agreement and all matters of business as confidential
- LHS own all intellectual property for work performed at a client, unless the client specifically commissions and pays for the work.

- C) General Terms & Conditions (valid for all classes and events run by us)

In case of cancellation for an assembly, science day/week, any event), LHS will charge 80% of the agreed fee if cancelled less than 2 weeks before the event/first day and 50% if cancelled less than 3 weeks beforehand. For weekly clubs, we will require one full term cancellation, otherwise cancellation is based on a 40% fee of 10 pupils fee per term class if cancelled at a later date unless agreed otherwise with the school beforehand (all plus VaT if applicable).

The Client will:

- Provide a clean space, ie Hall or classrooms with tables, chairs, mats in which to conduct the sessions
- Provide Internet access (password), computer/laptop, whiteboard before classes start
- Desk/table at the front of room
- For Clubs, we require a minimum of 9 and can go to a maximum of 20 pupils (for one teacher). If the school has restrictions/caps, we need to know in advance and ideally a term beforehand.
- Conduct its own risk assessment and bring own equipment to project anything deemed a risk by the client's risk assessment (anything at risk is discussed beforehand)
- Provide our teachers with a point of contact at the school for any emergencies
- Make LHS staff aware of the fire exits and evacuation procedures
- In case of an accident, the client is in charge of all First Aid needing to be administered
- Manage all the check-in and release of pupils (unless otherwise agreed beforehand). Our teachers who do check-in registrations and release students need to be given full instructions beforehand. We will carry out the registration and release of the students when agreed, **however Little House of Science nor our teachers are liable for handing over the children.**



- To provide safeguarding procedures/documents for the teachers
- Assume full responsibility of the safety and security of the children attending the classes
- Send out/email LHS accompanying parental notes to all the parents
- Agree that no additional agreements will be given or made to any LHS staff
- Allow for a few pictures to be taken for LHS promotion and our records (or allow us to take pictures from time to time).
- **Provide details of pupil allergies and/or disabilities/special needs.**

Additional Support which will contribute to the success of the respective engagement:

- Refer any customers enquiring about classes to LHS so we can assist in any answering of questions
- Promote LHS classes in any school listings and internal websites/newsletter as this contributes to the success of the club
- Allow the storage of a box/bag of equipment from LHS if possible (for any re-usable material if applicable for Science Days or Weeks)
- If your school operates on an automatic re-enrolment procedure, we need to know beforehand so that we can email the parents in advance (for those schools where we are listing your courses on our website for enrolment).

Littlehouseofscience will:

- Be responsible for arranging a substitute teacher/assistant in case of any absence, giving client advance warning of this so that customers/pupils can be notified. If there is an emergency, we will reschedule the class at no extra charge and offer a recorded video on the topic to the parents or we will refund the lesson to the school or parents if we cannot reschedule.
- Will remove all rubbish before leaving
- If necessary, cover all tables with adequate protection during science experiments and & crafts activities
- Agree not to discuss any fees or charge made between LHS staff and client. Agree to observe strict confidentiality with the client and not to disclose the company's finances, contracts or personal information with any other company

In the event of face to face clubs or workshops (classroom based) being cancelled due to any virus, pandemic, school closure, force majeure, which is beyond our control, LHS will endeavour to provide the classes virtually at no additional costs. We can also provide a credit note in the event of cancellations valid for 12 months of the cancellation date. We cannot provide refunds if a child is ill or a year groups or school class/es are unable to attend school clubs. We will always endeavour to offer video classes as a replacement for those pupils.

The terms shall remain in effect for the duration of the agreed period of the hire and will apply to any other future hires for the same or other classes, workshops, assemblies, holiday camps unless specified.

Allergies and Disabilities: It is the school's responsibility to let Little House of Science know of any allergies and disabilities/special needs before a class/programme starts.

**\*\*\*Please check and read our Web-site for the House Rules and Safeguarding Rules\*\*\***



CHECKLIST: Prior to the start of each term, please provide us with:

Name of Emergency Contact at School \_\_\_\_\_

Classroom/Room allocated to the club \_\_\_\_\_

Confirm access to IT/internet and whiteboard in the classroom \_\_\_\_\_

Desk at the front of the room \_\_\_\_\_

Password for Internet Access \_\_\_\_\_

Maximum and Minimum Numbers – 20 pupils and 9 pupils (with one teacher). If the school has maximum numbers below 20 for one teacher, we need to know in advance.

Exact collection point of pupils/procedures if they do not come to the classroom on their own \_\_\_\_\_

Exact location for drop off after the club/releasing to parents procedures \_\_\_\_\_

Timing of the Club \_\_\_\_\_

Start Date and End Date \_\_\_\_\_

Half Term \_\_\_\_\_