



# OSCAS Summer holiday 2010 payment form

<b>Parent's name - block capitals:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

Please tick the boxes overleaf to indicate which sessions you wish to book each child in for and return the form to Portchester Community School.

You may make your booking by phone if you so wish, between 4 - 6pm, Monday to Friday, (023)9236 4350. Telephone bookings must be paid for within seven days or places may be cancelled. If you wish to pay over the phone using a credit or debit card, please ring the main school number (023) 9236 4399 and ask for the community staff.

### Cancellation Policy

- Please note that after confirming your requirements, should your plans change and you no longer require the sessions you have booked, we would be grateful for notice in writing giving as much notice as possible.

**Refunds can only be given if we receive at least 14 day's notice of your cancellation.**

- If we do not receive sufficient bookings for any of the sessions offered we may need to cancel those sessions. We will, however, endeavour to give two week's notice to enable you to make alternative arrangements. In these circumstances we will give a full refund. We apologise for any difficulties which may arise from this.
- Please note that the end of day is 6pm.** On occasions we have experienced parents picking up their children after 6pm and, at our discretion, we may add a £5 charge for every 10 minutes, or part thereof, after 6pm in line with our safeguarding children policy.

Please make cheques payable to **Hampshire County Council (or HCC).**

Select your payment method:

Paper vouchers	<input type="checkbox"/>	Cash	<input type="checkbox"/>
Electronic vouchers	<input type="checkbox"/>	Cheque	<input type="checkbox"/>
Credit/debit card	<input type="checkbox"/>		

Electronic Payment: please give payment reference number and date paid: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:	Date received	Initials	Receipt Number