

Bottisham Community Primary School PTA Event Booking Form

KS1 – 5.00pm to 6.00pm (Remember to inform after school club if children need collecting)

KS2 – 6.15pm to 7.15pm

Contact us on bottishamprimarypta@gmail.com with queries

PART ONE – Event Information

Name of event:	Christmas Disco		
Date of event:	Monday 18 th December 2017		
Event cost (per child):	£3.50 (£4.00 per child for forms received after deadline below)		
Event code:	CD2017A		
Deadline for form to reach PTA:	3pm Friday 8 th December 2017		
Bank Details (for BACS payments):	Sort Code:	20 60 38	
	Account Number:	50890804	
	Account Name:	Bottisham Community Primary School PTA	

PART TWO – Booking Form

Name of event:	Christmas Disco
Event Code:	CD2017A

Details of child/ren attending event:

Name	Class	Dietary requirements (for events where refreshments are provided)

Payment Details:

Please tick one below to confirm your payment method and the date of payment:

I have paid by BACS and the reference I used was: Date:

I enclose a cheque and have written the event name and code on the back of the cheque

I enclose cash to the value of: £

Authorisation

Signature:

Date:

IMPORTANT: Please note that by signing this form you agree that you have read and will follow the important information overleaf.

PART THREE – Confirmation Slip (returned via book bag of eldest child)

Name of event:	Christmas Disco		
Event Code:	CD2017A		
Date form received:			
Booking Reference Code/s:	Name of Child	Class	Booking Reference

Thank you for booking your child/ren at this event. Please retain this confirmation slip as evidence of your booking

Bottisham Community Primary School PTA

Event Booking Form

CHECKLIST

Please use the checklist below before posting your form to us:

- Have you enclosed cash/cheque or paid online?
- Have you given us full details including the correct class that your child is in and any dietary needs they may have?
- Have you informed After School Club that your child is attending?

IMPORTANT INFORMATION

Please read the following important information to help us run safe, efficient and well organised events.

Don't miss the deadline date!

The deadline date is set to give us enough time to ensure that we have enough volunteers to help run the event, as well as creating essential class lists for safety purposes. Forms and payments that are received after the deadline date will not only incur an additional charge but also run the risk of your child/ren not being included on our lists.

When forms don't reach us, we don't know that they have gone missing!

Please ensure that booking forms are posted to us via the PTA box in the foyer and that we receive them well in advance of our deadline date for the event. We strongly advise against handing forms to teachers or leaving them in book bags as they often go missing and if we aren't expecting a form we don't know when we haven't received it! The booking receipt system now means that if you have not received an acknowledgement, we have not received your booking so please look out for this following submission of the form. If you have not received one of these acknowledgement slips, please contact us using our email address - bottishamprimarypta@gmail.com – in plenty of time before the event.

Payment does not guarantee a space at an event (.....we can't stress this enough!)

Please remember that ONLINE PAYMENT (INDEED ANY FORM OF PAYMENT ALONE) DOES NOT GUARANTEE A BOOKING. We understand that it is very easy to pay online and then forget about the form but sadly without a form, we cannot guarantee a space, especially for events that are limited on numbers. Please also be aware that online payments are usually checked and tied up with booking forms and cheques paid into the bank **after** an event has taken place.

Please let After School Club know!

It is essential that if your child/ren normally attend After School Club (Time to Play), you inform the Club when they will be attending one of our events. The Time to Play staff have a responsibility to look after your child/ren and by signing and paying for their services, you are entrusting them to do so. It is very difficult for them and for the PTA if, at the same time, you also ask the PTA to hold this responsibility. After School Club will always take priority over PTA events since you enter into a legal contract with them at the beginning of the school year; so if we are unable to resolve the situation if it arises, there is a possibility that your child/ren may not be able to attend one of our events. This will of course be distressing for your child/ren and difficult for after school staff, PTA volunteers and the school office staff.