

# BOOKING FORM

## Pre-School

Daughter's First Name

Daughter's Surname

Date of Birth

Parents' Contact Details

Parent 1

Parent 2

Name of Parent(s)

Residential Address

Home Number(s)

Work Number(s)

Mobile Number(s)

Email Address

Any siblings

Is either parent a passed Student of the school? If yes please state House.

Signed

Any additional comments: ie medical information, general health or personal circumstances:-

A fee of £100.00 (NON-REFUNDABLE) must accompany the completed Booking Form. Cheques should be made payable to The Ladies' College.

BACS Payments: The Ladies' College, Natwest Bank, Sort code 60-09-20 Account No: 06017614 Ref: Surname Reg fee. Please complete and return this form to The Registrar as soon as possible. Data Protection: Information is held in accordance to our school policy which can be found at <https://www.ladiescollege.com/information/policies>.

# Booking Requirements

## Starting Term - please tick appropriate box

Michaelmas (September)  Lent (January)

Calendar Year of Entry

## N1 (also known as the Peas) Age between 2 years 6 months and 3 at start of Michaelmas Term.

You are required to take a minimum of 2 half day sessions or 2 full day sessions

### HALF DAYS (Mornings)

Michaelmas					Lent					Trinity				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FULL DAYS</b>														
Michaelmas					Lent					Trinity				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## N2 (also known as the Beans) Age between 3-4 years at start of Michaelmas Term.

In order for your daughter to be fully prepared for transition to the Lower Preparatory class at the end of N2, your daughter will be required to attend a minimum of 3 half day or 3 full day sessions.

### HALF DAYS (Mornings)

Michaelmas					Lent					Trinity				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FULL DAYS</b>														
Michaelmas					Lent					Trinity				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Ladies' College will endeavour to fulfil your requirements. If we are unable to fulfil your booking, alternative sessions may be offered for you to consider.

Your booking will be confirmed within 14 working days of receipt. Wherever possible, formal contracts will be issued 1 term in advance of your daughter's start date.

### Administration Charges

1. The College will administer a charge for any changes to sessions requested by parents once bookings are officially confirmed. The charge for this is £30 per change.
2. Upon signing of official contracts, a £250 non-refundable deposit will be payable. This will be offset against your first term's fees.

### Guarantee of places in the Lower Preparatory (Reception) Class

A guaranteed place will only be offered to girls who are signed up for a minimum of 3 half days or 3 full days for the entire 'Bean' year at the Ladies' College Pre-Preparatory Department.

Whilst we are happy to consider alternative arrangements, a place at The Ladies' College, Melrose will not be guaranteed, if our minimum requirements are not met.

Year of Entry to Melrose