



Terms & Conditions for Schools & Nurseries

Inventors & Makers provides online and in-person workshops, clubs and classes (“Sessions”) for children aged 2-11 teaching STEM and Design subjects through practical activities.

1. Booking

- 1.1. All bookings can be made by contacting us via the Inventors & Makers website or by emailing info@inventorsandmakers.com
- 1.2. Your booking will be confirmed to you by email but no dates are secured until payment is received.
- 1.3. Costs will be at the rates quoted to you by email. However when a booking is not made immediately, the rate can be revised.

2. Payment

- 2.1. Payments for all Sessions should be made by bank transfer wherever possible.
- 2.2. Cheques can be accepted but we ask that you let us know in advance where this is the case.
- 2.3. PayPal transfers can be made but will be subject to an extra charge to cover the PayPal fee so let us know where this will be the case so that a revised invoice can be sent.
- 2.4. To confirm a booking we will require payment of at least 50% of the total cost.
- 2.5. Invoices will be issued for the total cost of the Session unless requested otherwise. Upon request we can invoice for 50% in advance and 50% the week of the booked Session.
- 2.6. Invoices for in-person after-school clubs will be sent after the first week of the club has taken place. Invoices will be issued for the total cost of the club as quoted, regardless of how many pupils will be attending the club.
- 2.7. For online Sessions, access to these will normally be provided once payment has been made.

3. Cancellations

- 3.1. Where you have to cancel any live or in-person Session, we ask that this is done at least 2 weeks in advance. You will first be offered the opportunity to change to another date, subject to availability.
- 3.2. If it is not possible to re-book the Session for another date, a refund will be issued subject to the costs of any planning work that has already taken place. Where planning has taken place your refund will be reduced by the amount of any physical costs already incurred and an hourly planning rate for time spent.
- 3.3. Cancellations less than 48 hours in advance of the Session will incur a charge of 50% of the total Session cost. Cancellations on the day of the Session are not refundable.
- 3.4. No refunds will be given for online recorded Sessions once information has been sent to you.

4. Live Online Sessions

- 4.1. These Sessions run via Zoom.us on the dates and times agreed and confirmed to you by email.
- 4.2. There is usually no password set up for the Sessions, but a waiting room is in operation. Only a name that matches up with your booking will be permitted to enter the meeting from the waiting room.
- 4.3. By booking and attending a Session, you agree to the **Virtual Classes Schools Contract** as shown in the appendix below.

5. On-Demand Online Sessions

- 5.1. On-demand Sessions can be watched via YouTube. Videos are marked as 'For Kids' so should not display inappropriate adverts. We are not responsible for any adverts shown on your YouTube account or for the blocking of YouTube by your school.
- 5.2. Where YouTube is blocked at your school we will try to provide an alternative method of viewing, provided sufficient notice is given.
- 5.3. Details of how to access each Session will be emailed to you or shared via our online hub.
- 5.4. Online Sessions should not be shared with other schools, organisations or parents unless otherwise agreed.
- 5.5. The Sessions will remain available to you for the period indicated when you booked.
- 5.6. A term of Sessions is only available for the term booked and access will be revoked after the end of that term.
- 5.7. By booking an on-demand Session, you agree to the **Virtual Classes Schools Contract** as shown in the appendix below.

6. Complaints

- 6.1. Any complaints should be submitted in writing to info@inventorsandmakers.com. You will receive an initial response within 48 hours and a full response within one week.

Appendix: Virtual Classes Schools Contract

1. We consent for pupils to attend the Inventors & Makers Sessions. We understand that there are policies and procedures (e.g. Behaviour Policy, Safeguarding Policy, which are all available for reference on their website), and that there are expectations and obligations relating both to the Session and to school and pupils, and we agree to abide by them.
2. We understand that during the Session the school and teachers remain legally responsible for all pupils.
3. It is the teacher's responsibility to keep the Inventors & Makers class leader informed of any information about any pupils that will be relevant to leading a live Session.
4. We understand that pupils should behave appropriately during the Session. Where a teacher or other adult from the school is present, they should assist with behaviour management as appropriate.
5. Sessions should always be supervised by a class teacher or TA who should remain present throughout the Session.
7. We understand that during live online Sessions the pupils will appear on video screen. It is requested that you leave your camera on to monitor participation.
8. We understand that Inventors & Makers will enable Waiting Rooms on all live online Sessions (and sometimes passwords) and will only admit participants who are on the Session register. Screen sharing and private messaging between participants will be disabled in all Sessions.
9. Whilst Inventors & Makers tries to ensure the safety and security of items, we understand that it cannot be held responsible for loss or damage to school property whilst taking part in a Session.
10. We understand that Inventors & Makers is not responsible for pupils' internet use during the Session. Where appropriate, Inventors & Makers class leaders will remind pupils not to give out any personal information online or in any internet based apps but we understand that class leaders cannot be held responsible for information that children put online an adult is not looking. School internet safety systems should be turned on.
12. Where pupils are asked to move around or take part in any activities during a Session, we understand that we will be responsible for ensuring they do so safely and Inventors & Makers will not be held responsible for any injuries that occur.
13. We agree not to share links, passwords, recordings, screenshots, images or documents relating to any Session with others outside of the school without the express consent of Inventors & Makers.
14. Information held by Inventors & Makers regarding pupils will be treated as confidential. However, in certain circumstances, for example if there are child

protection concerns, we understand that Inventors & Makers has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

15. We understand that aggressive and abusive behaviour towards staff will not be tolerated.

This policy was adopted by Inventors & Makers	Date: 1 September 2021
To be reviewed: 1 September 2022	Signed: <i>Laura Cross</i>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*