

## Instructions for booking

You can book via The Perse Summer School web site <https://perse Summerschool.co.uk/>

We encourage you to revisit our courses as displayed on the website and in the useful PDF which we attach to this email (also on the website).

### **Check the courses:**

If you would like to see more details of the content of the courses, scroll through the courses by week, 1-4, using the drop down menu to the right of your screen. Information about each course can be seen by clicking on the course 'tile' such as Adventure Travel below. The capacity numbers are not updated automatically;



At the end of each course details page there is a 'Book Now' or 'Go back' to the main page button

**Book Now:** Please do not use Microsoft Internet Explorer for booking as it is an unsupported browser. Please do not make a booking for any children who are not your own.

The quicker option to book is to 'click here to book' from the homepage:



The initial page will be this:

## Welcome to The Perse Summer School Booking Portal

Please make bookings for ONE CHILD at a time

**Note:** Internet Explorer browser is no longer supported by Microsoft and therefore is unlikely to work on this booking site (or many others).

1. If you have used this site before, your email will be recognised. You will need to sign in with your password when you have selected your courses.
2. If you do not know your password follow the option to reset via "Don't know your password" **OR you can reset it before you start via your [My Account](#) at the top of this page.**
3. If this is your first time booking, or if you use a different email to previously, you can set up a password in your 'My Account' after the booking is complete.

See [Booking Instructions](#) if you need assistance.

Now, select the age for your first child which will take you to the booking pages. Complete the booking all the way through for ONE CHILD AT A TIME.



You will select the relevant age range for your child.

Then you will progress to the main booking page. Please select all the course(s) you wish for **ONE CHILD AT A TIME**. This is very important to ensure you have the easiest experience.






Scroll across the calendar entry to select the correct week and start selecting the courses  
**Choose Availability**

←	Mon 17th Jul	Tue 18th Jul	Wed 19th Jul	Thu 20th Jul	Fri 21st Jul	→
	AM Early Drop Off £4.50 08:00 AM 100 Spaces	AM Early Drop Off £4.50 08:00 AM 100 Spaces	AM Early Drop Off £4.50 08:00 AM 100 Spaces ✓	AM Early Drop Off £4.50 08:00 AM 100 Spaces ✓	AM Early Drop Off £4.50 08:00 AM 100 Spaces	
	AM Multi-sport age 7-12 £34.00 09:00 AM 100 Spaces	AM Multi-sport age 7-12 £34.00 09:00 AM 100 Spaces	AM Multi-sport age 7-12 £34.00 09:00 AM 100 Spaces	AM Multi-sport age 7-12 £34.00 09:00 AM 100 Spaces	AM Multi-sport age 7-12 £34.00 09:00 AM 100 Spaces	
	Week 2 AM age 7-10 Bushcraft and Backwoods Cooking £255.00 09:00 AM 22 Spaces					
	Week 2 AM age 7-10 Discovering Forensics £225.00 09:00 AM 14 Spaces ✓					
	Week 2 AM age 7-10 Hockey £170.00					

In this case the child is doing Discovering Forensics in the morning of Week 2 and also needs Early drop off on Wednesday and Thursday (you could decide on these 'extras' at a later date by going back to book them on their own).

Progress to the payment page to view your bookings (checking dates, times, age ranges).

## Order Items

Order Items	Cost
<b>Child 1</b>	<b>234.00</b>
2 x AM Early Drop Off at The Perse School	9.00 
<b>Show Date/Times</b>	
19/07/2023 08:00 to 09:00	
20/07/2023 08:00 to 09:00	
1 x Week 2 AM age 7-10 Discovering Forensics at The Perse School	225.00 
<b>Show Date/Times</b>	
17/07/2023 09:00 to 12:00	
<hr/>	
Package Discount (Early Bird Promotion)	(£ 11.79)
<hr/>	
Total (inc. VAT) :	£ 224.01
<hr/>	
Payable Now:	<b>£ 224.01</b>

At this point you can delete unwanted items

**CHECK OUT to pay or CONTINUE SHOPPING if you wish to add courses for second child.**

Add Promo/Voucher Code

Apply







Back

Continue Shopping

Checkout

For example, a second child might appear then as this, added to the first order:

## Order Items

Order Items	Cost
▼ Child 1	234.00
2 x AM Early Drop Off at The Perse School	9.00 
▼ Show Date/Times	
19/07/2023 08:00 to 09:00	
20/07/2023 08:00 to 09:00	
1 x Week 2 AM age 7-10 Discovering Forensics at The Perse School	225.00 
▼ Show Date/Times	
17/07/2023 09:00 to 12:00	
▼ Child 2	340.00
5 x AM Multi-sport age 7-12 at The Perse School	170.00 
▼ Show Date/Times	
17/07/2023 09:00 to 12:00	
18/07/2023 09:00 to 12:00	
19/07/2023 09:00 to 12:00	
20/07/2023 09:00 to 12:00	
21/07/2023 09:00 to 12:00	
1 x Week 1 PM age 11-14 Hockey at The Perse School	170.00 
▼ Show Date/Times	
10/07/2023 13:00 to 16:00	
<hr/>	
Package Discount (Early Bird Promotion)	(£ 28.79)
<hr/>	
Total (inc. VAT) :	£ 547.01
<hr/>	
Payable Now:	<b>£ 547.01</b>

At CHECKOUT You will be asked to sign in or create an account.

**Sign in or continue**

Enter your email address

Do you have a Password?

No

Yes, my password is:

If you are returning customer your details will have been saved. If you have forgotten your password you will be able to reset it by clicking 'Don't know your password' at log in.

## Sign in or continue

We thought you looked familiar! An account already exists for **myemail@gmail.com**. Please enter your password or click "Don't know your password?"

Enter your email address

myemail@email.com

Do you have a Password?

- No
- Yes, my password is:

Don't know your password?

Back

Continue

If you have never used the system before you can progress though to check out without setting a password. If you revisit the site you will need to set up a password following 'Don't know your password'.

**You will be asked to complete a personal details form**

### Your Details

1 Choose Item   2 Your Basket   3 Your Details   4 Summary   5 Confirmation

#### Purchaser Details

Title *	<input type="text"/>	First Name *	<input type="text"/>
Surname *	<input type="text"/>	Address 1 *	<input type="text"/>
Address 2 *	<input type="text"/>	Address 3	<input type="text"/>
Town *	<input type="text"/>	County	<input type="text"/>
Postcode *	<input type="text"/>	Country *	United Kingdom

**Then you enter the details for each child** – if you have booked with us before most of this information will already be completed but please check it all and correct any errors. This is an important requirement to help us ensure your child is safe and we have all correct contact information and medical information.

*Please only make a booking for your own child(ren).*

## Child 1 - Week 2 AM age 7-10 Discovering Forensics

Taking place on 17/07/2023 - 09:00 at The Perse School

<input type="text" value="New child"/>			
First Name *	<input type="text"/>	Surname *	<input type="text"/>
Sex *	<input type="text" value="Not Specified"/>	Date of Birth *	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
What is the child's current school? *	<input type="text"/>	If the child does not attend school in the UK, please confirm if they are a fluent English speaker (or to at least level B2)	<input type="text" value="Please select option"/>
Do you give consent for photographs / video's to be taken for marketing purposes? *	<input type="text" value="Please select option"/>	Please confirm that you are the child's parent / legal guardian *	<input type="text" value="Please select option"/>
I give consent for the nurse/first aid trained staff to treat injuries or illness *	<input type="text" value="Please select option"/>	I give consent for the nurse/first aid trained staff to administer over the counter medication (such as paracetamol, cetirizine, piriton) *	<input type="text" value="Please select option"/>
Will your child be eating lunch provided by the Summer School? *	<input type="text" value="Please select option"/>	Does your child have any cultural/lifestyle dietary requirements? *	<input type="text" value="Please select option"/>
<small>Are you aware of any allergies</small>			

### PAYMENT

Once completed you will be directed to pay.

You will receive a confirmation email and unique booking reference number with the details of your booking. Please keep this for future reference. You will also receive a separate email which is your payment receipt.

### CHECK YOUR BOOKING

Once the password has been set, you can view your booking(s) via 'My Account' at any stage. Similarly, you can add/cancel bookings for your child(ren) without having to re-enter all your/their personal information again.

For further information about the practical running of the summer school you can visit our [FAQ pages](#) for information.