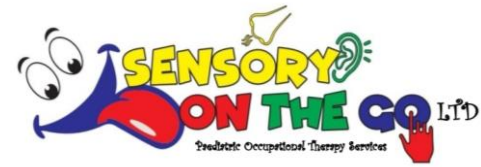


School Pupil Information Form



School Name:	
School Address:	
Telephone:	
Email:	
Date of Visit:	
Number of pupils being seen:	
Pupil Information	
Pupil 1:	Name: Date of Birth: Date of EHCP (if any): Quantification (if any): OT Goals and Needs Identified:
Pupil 2:	Name: Date of Birth: Date of EHCP (if any): Quantification (if any): OT Goals and Needs Identified:
Pupil 3:	Name: Date of Birth: Date of EHCP (if any): Quantification (if any): OT Goals and Needs Identified:

School Pupil Information Form



Pupil 4:	Name: Date of Birth: Date of EHCP (if any): Quantification (if any): OT Goals and Needs Identified:
Pupil 5:	Name: Date of Birth: Date of EHCP (if any): Quantification (if any): OT Goals and Needs Identified:
Other Comments	
Name:	
Email:	
Telephone:	
Signature:	
Date:	

Please ensure that you have gained parent consent before the Occupational Therapy visit takes place.

Please read booking terms and conditions before returning this form to
francillia.ot@sensoryonthegold.co.uk

School Pupil Information Form



Booking Terms and Conditions

Please complete a booking request form and send back via email before paying a deposit or making full payment

Deposits and payment plans are available please discuss with the OT. If agreed with the Occupational Therapist to pay a deposit, a 30% deposit is required to secure any booking. All Deposits are non-refundable. Full balance is due 5 working days before the session or visit is due to take place otherwise the booking will be cancelled

All bookings are non-refundable unless stated

Booking changes within 5 working days are subject to availability and will be charged at the rate of £25.00 to change the date of the booking

Booking changes made 5 working days or more before the session are free but subject to availability

Booking cancellations 5 working days or more before the session or assessment will receive a 50% refund of the full amount paid (this does not include if you have only paid a deposit. Deposits are non-refundable)

Any booking cancelled within 4 working days of when the session or visit is due to take place will be charged at the full rate of the session

If sessions are cancelled by the Occupational Therapist you will receive a 10% discount when the session is rebooked

All school services will need to fill out a booking form for OT to make contact and an invoice will be sent for payment