



Activities for 8-17 year olds

Booking information Booking Form June to August 2019



RM Activities June to August 2019

This programme for young people aged 8-17 years old with mild to moderate Learning Disabilities, Social Communication Conditions, ADHD and other additional needs. This service is funded for people in the borough of Richmond Upon Thames.

Discos /Parties– for groups aged 8-12 years old and 13-17 years old at various times throughout the year. These offer the chance to socialise, play games and dance. There is no cost but we ask for a contribution towards food of £5.00

Weekend Trips - for groups aged 8-13 and 14-17 years old. These are a range of activities and visits designed to meet a range of interests and abilities. These take place on regular weekends throughout the year. Places are £15 per day and free for those in receipt of the Pupil Premium Grant.

Social Group – this is a social group aimed specifically at young people who are moving from young people's services into adult's services. This is a size limited group for people who are 14-17. If you are interested please contact us for further information.

We will be happy to talk to you about the needs and requirements of your child or young person. We need to be sure that every young person we provide a service to, can be supported safely within the scheme, and fit within the criteria these services are funded for.

We will allocate places as fairly as possible so it is better if bookings are made as soon as is practical, however we do NOT book on a first come first served basis. We are committed to discuss individuals on a case by case basis so do contact us if you have any questions or queries. We will endeavour to allocate as many places as possible to each child over the year, and if demand is high we will of course be looking to extend the service with further funding.

Please note that all activities must be booked in advance and **Booking instructions are over the page.**

We are grateful to our funders Richmond Parish Lands Charity and Hampton Fuel Allotment Charity for this 2019 service.

Thank you and we look forward to seeing you soon.

Richard Ferriday

Richmond Mencap



Please contact Richard on 020 8744 1923 / office@richmondmencap.org.uk



How to book a place on events and trips:

- You must complete a 2019 medical form before your child or young person can attend any of these events so please make sure that you have done this.
If your child hasn't attended Richmond Mencap activities before, it will be a slightly longer process to initially book places. I will contact you to arrange a time to meet with you and your child or young person before we allocate any places, but we will ensure places are allocated fairly to both new and previous attendees.
- Please tick the activities you would like to book on the booking form.
- Send the booking form back to me, Richard Ferriday, at Richmond Mencap, 342 Richmond Road, East Twickenham, Middlesex, TW1 2DU or to office@richmondmencap.org.uk or call 020 8744 1923.
- Please book as soon as possible once you receive the booking form for the upcoming period.
For activities very close to the event we will try our best to offer places if they are available but you should phone me on 020 8744 1923 to discuss place availability.
- We will aim to write to you and let you know if you have received a place by the 1st working day of the month of the activity. For instance if you sent in a booking to us in April requesting an activity in June, we would allocate spaces and let you know by the 1st working day of June.
- **Please note that a space is not guaranteed until you have received written confirmation from us. Also note we are unable to guarantee the activity and if unavoidable they may be changed without notice. **
- PLEASE DO NOT SEND ANY MONEY UNTIL YOUR PLACES HAVE BEEN CONFIRMED.
- If your child or young person is unable to attend on any day please give us as much notice as possible
Unfortunately we are unable to give refunds for non-attendance on the day.

I hope I have included all of the information that you need. If you have any other queries that have not been detailed in this document, please contact Richard at Richmond Mencap

Richmond Mencap
342 Richmond Road, East Twickenham Middlesex TW1 2DU
office@richmondmencap.org.uk / 020 8744 1923.

Thank you for taking the time to read this.