



May Half Term Holiday Trips for 8-17 year olds

Booking Information

We are very pleased to be sending you this information about Energise @ RM May half term activities. This programme is 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 young people living in the London Borough of Richmond Upon Thames and the trips are free for everybody.

We want to welcome new people into the service, so please do phone or email us for more information or to make a booking.

We will be happy to talk to you about the needs and requirements of your child or young person.

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

We are grateful to our funder Achieving for Children for this 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



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How to book a place on events and trips:

- 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 RETURN YOUR BOOKING FORM BY THURSDAY THE 9TH OF MAY.**
- 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 LET YOU KNOW IF YOU HAVE RECEIVED A PLACE BY THE 14TH MAY.**
- ****Please note that a space is not guaranteed until you have received written conformation from us. Also note we are unable to guarantee the activity and if unavoidable they may be changed without notice. ****
- If your child or young person is unable to attend on any day please give us as much notice as possible .

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. I am available Monday to Thursday until 1.00pm.

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.



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