Juniors Summer Holiday Workshops Policy

Booking, participation and membership

Applies to	OTMYT Juniors Summer Holiday Workshops
Version	October 2026 | Review by October 2027

This policy sets out the basic terms that apply to places on OTMYT Juniors Summer Holiday Workshops. Specific dates, times, fees and workshop details will be published separately for each workshop.

Places and booking

- The maximum capacity for an OTMYT Juniors Summer Holiday Workshop is 60 participants unless OTMYT publishes a different capacity for a particular event.
- Places are offered on a first-come, first-served basis, subject to receipt of the required application/booking information and payment arrangements.
- No audition is required to attend an OTMYT Juniors Summer Holiday Workshop.

Relationship to OTMYT membership

- Attendance at a Summer Holiday Workshop does not create or guarantee an ongoing OTMYT membership place after the workshop. Any future joining request will be subject to availability and the joining arrangements in place at that time.
- Existing OTMYT Juniors members remain members whether or not they attend a Summer Holiday Workshop.

Parents/carers and visitors

- Parents/carers and other visitors should not remain at the venue during workshop activity unless they have been specifically invited or an arrangement has been agreed in advance.
- This supports OTMYT safeguarding, supervision and venue arrangements. Reasonable adjustments may be agreed where appropriate for an individual participant.

Workshop information and changes

- Parents/carers are responsible for reading the workshop information supplied by OTMYT, including arrival and collection arrangements, required clothing/equipment, food arrangements and any sharing/performance information.
- OTMYT may make reasonable changes to workshop content, timetable or practical arrangements where necessary for safety, welfare, venue requirements or operational reasons. Material changes will be communicated to parents/carers as soon as reasonably possible.

Cancellation by a parent/carer

- A parent/carer may cancel a Summer Holiday Workshop booking by notifying OTMYT in writing. Where the cancellation is received at least four weeks before the first day of the workshop, OTMYT will refund the fees paid, less any reasonable and non-recoverable costs already incurred specifically in connection with that booking.

- Where a cancellation is received less than four weeks before the first day of the workshop, a refund is not normally available. OTMYT will, however, take reasonable steps to reduce its loss, including offering the place to another participant where practicable, and will take account of any costs saved or income recovered when deciding whether any refund is due. OTMYT may also consider exceptional circumstances at its discretion. This does not affect any statutory rights.

Staffing arrangements

- OTMYT does not guarantee that any particular member of staff, worker, freelancer, tutor, director, practitioner or other individual will deliver any particular session, rehearsal, workshop, production or activity, unless OTMYT has expressly confirmed in writing that a named individual is a material part of the booking. Staffing arrangements may be changed at any time, including at short notice and, where necessary, without prior notice, because of illness, availability, safeguarding, operational requirements or other reasonable circumstances. OTMYT will take reasonable steps to maintain appropriate staffing and supervision arrangements. A change of staffing alone will not normally give rise to a right to cancel or receive a refund.

Cancellation or changes by OTMYT

- If OTMYT cancels a paid session, rehearsal, workshop, event or other activity and does not provide a reasonable replacement or rearranged activity, OTMYT will provide an appropriate refund or credit for the part of the service that has not been provided. Where a cancellation or material change is caused by circumstances beyond OTMYT's reasonable control, OTMYT will not be responsible for indirect or consequential losses such as travel, accommodation or other personal costs. Any refund or credit due for the OTMYT service itself will be dealt with fairly and in accordance with applicable consumer law. OTMYT may offer a replacement date, credit or alternative activity where appropriate, but this does not affect any statutory right to a refund.

Acceptance: By submitting a booking or application and making any required payment, the parent/carer confirms that they have read and accepted this policy together with the workshop information supplied at the point of booking.