



**Equal Opportunities for People
with Learning Difficulties / Disabilities**

We want you to enjoy every minute of your break or longer holiday with us, and we'll do our very best to try to ensure that it lives up to your expectations of it.

To give you further peace of mind, we accept your booking on the basis of our Terms and Conditions, which are designed to clarify the contractual obligations between us. Please spend some time reading them carefully, and please feel free contact us should anything be unclear.

TERMS & CONDITIONS

SECTION A - APPLICABLE TO ALL BOOKINGS

A1. BOOKING (1)

By making a booking, you agree on behalf of all persons detailed on the booking that you have read these terms and conditions and agree to be bound by them; you consent to our use of information in accordance with our Privacy Policy, and that you are over 18 years of age.

When you make your booking you must pay the relevant deposit as specified at the time of booking. If you believe that any details on the confirmation receipt (or any other document) are wrong you must advise us immediately as changes cannot be made later and it may harm your rights if we are not notified of any inaccuracies in any document immediately.

Please check that all names, dates and timings are correct on receipt of all documents and advise us of any errors immediately. Any changes to these details will incur the charges stated below. Please ensure that the names given are the same as in the relevant passport.

A2. PAYMENT (2)

You will be required to pay a deposit or make full payment for your booking at the time of booking. Where you only pay a deposit you must pay the full balance by the balance due date notified to you. If full payment is not received by the balance due date, we will notify the supplier who may cancel your booking and charge the cancellation fees set out in their Terms and Conditions. Where you have booked a holiday organised by us, you will be subject to our cancellation charges. See Section C below.

A3. SPECIAL REQUESTS (3)

If you have any special requests (for example dietary requirements, wheelchair accessible room), please let us know at the time of booking. We will notify you if we can accommodate your requests before accepting your booking. In all cases we endeavour to have twin rooms, close together and near to carers. We also try to get rooms near to lifts and on the lowest floor possible. Please refer to our lists of charges for additional support needs, to ensure that we can provide for your care and enjoyment as safely and adequately as possible.

A4. INSURANCE (4)

Adequate travel insurance is a condition of your contract with either us or the supplier in question, as applicable. You must take out a policy of insurance in order to cover you and your party against the cost of cancellation by you; the cost of assistance (including repatriation) in the event of accident or illness; loss of baggage and money; and other expenses. If we have issued your policy please check it carefully to ensure that all the details are correct and that all relevant information has been provided by you (eg. pre-existing medical conditions). Failure to disclose relevant information will affect your insurance. If you fail to travel with adequate insurance cover we will not be liable for any losses in respect of which insurance cover would otherwise have been available.

A5. ACCOMMODATION RATINGS AND STANDARDS (5)

Accommodation ratings provided by suppliers are based on numbers of rooms, baths and other such facilities and are not based on service and satisfaction or quality of either rooms, food, or service in general. Hence we use resources such as Trip advisor and our own prior knowledge, if applicable, of hotels, transfer companies and airlines to try and find the most suitable providers for your holiday.

Safety standards in some countries may differ from those applicable in the United Kingdom. All properties comply with applicable health and safety regulations. Our Care staff will be on hand at all times to offer any support or guidance you may need. We strongly advise that all customers seek to minimise their exposure to injury by familiarising themselves with relevant safety information.

A6. FLIGHT PRICES (6)

Prices and flight supplements are based on anticipated or latest known airfares for the flights and airlines featured. If a higher airfare applies at the time of booking we may need to increase the price of your booking and we will advise you of this before your reservation is confirmed. Prices are based on flights from the airport specified in the booking description. Scheduled flight charges and supplements are payable in full at the time of booking, and are non-refundable. Once paid for, any increases or surcharges will be covered by Spiral.

A7. ACCOMMODATION FACILITIES (7)

Our brochure descriptions are based on information available at the time of printing the brochure and/or agreeing a contract with the accommodation proprietor. It should be borne in mind that changes may occur after the date of publication of the brochure. Where such changes are brought to our attention we will use our best endeavours to ensure that our website description and reservations system are updated so that the changes may be notified to you at the time of booking.

Please note that whilst the facilities in single, triple and quadruple rooms are comparable to twin or double-bedded rooms, it should be noted that single rooms are not always in the same area of hotels as twin rooms and, by their very nature, are small. Triple rooms are usually a standard twin/double room with an additional bed, which may be a sofa bed or of rollaway style. Quadruple rooms usually consist of a room with two double beds.

A8. BUILDING WORK (8)

From time to time, renovation or refurbishment and its associated noise are unavoidable at a hotel. Often we do receive advance notice of when it will begin, in which case you will be informed prior to making your booking or within a reasonable time of us being notified. If we feel that the building work will impede your holiday enjoyment or is likely to present any risks then we will look for alternative accommodation of a similar quality. If in any case you have not been informed, and we consider the work will have a significant effect on your stay, then we will offer a refund. This does not replace your statutory rights.

A9. REDUCED MOBILITY OR DISABILITY (9)

We are able to make enquiries of the supplier about the suitability of arrangements for you and provide replies prior to booking. You must make all requests in advance before a booking is confirmed.

A10. BEHAVIOUR (10)

Please be aware that the booking conditions of the supplier will normally state that your stay can be terminated, with no refund, if the behaviour of you or your party, (eg, support staff), falls below an acceptable standard. Suppliers will also often require you to pay for any damage you cause to the accommodation in resort. We are under no obligation to you if any event such as this occurs. You agree to indemnify us for the full amount of any claim (including all legal costs) made against us by the supplier or any third party as a result of your conduct.

Please note that we have no control over the behaviour of other persons staying at or visiting your holiday accommodation and we are not responsible for any withdrawal or impairment of facilities/services or other loss or damage caused by them. Under no circumstances are you entitled to share your accommodation with, or sub-let it to, anyone other than the other members of your party.

A11. PASSPORTS, VISAS AND HEALTH (11)

We can provide general information about the passport and visa requirements for your trip, but this is for guidance only and it remains your responsibility to check the requirements before you travel. Your specific passport and visa requirements, and other immigration requirements are your responsibility and you should confirm these with the relevant Embassies and/or Consulates. Neither we nor the supplier accept any responsibility if you cannot travel because you have not complied with any passport, visa or immigration requirements. Most countries now require passports to be valid for at least 6 months after your return date.

We can provide general information about any health formalities required for your trip but you should check with your own doctor for your specific circumstances.

Up to date travel advice can be obtained from the Foreign and Commonwealth Office, visit www.fco.gov.uk.

A12. COMPLAINTS (12)

Where we are acting as agent, the contract for your arrangements is between you and the supplier and any queries or concerns should be addressed to them. If you have a problem whilst on holiday, this must be reported to the supplier or their local supplier or agent immediately.

If we are acting as organiser in the provision of your supported holiday and you find that you are in any way dissatisfied with our service or the service of one or more of the suppliers whose services make up the holiday, in order that we may have the opportunity to correct the matter, you must advise our tour manager, or local representative immediately. Should the tour manager or local representative not be able to resolve the situation, you should report the complaint in writing to our head office as soon as possible after the completion of the holiday quoting your booking number. The longer the delay, the harder it is to resolve. Please note that post-holiday claims can be made only directly to us and not to one of our suppliers.

If you fail to follow this procedure there will be less opportunity to investigate and rectify your complaint. The amount of compensation you may be entitled to may be reduced or you may not receive any at all depending upon the circumstances.

A13. FINANCIAL PROTECTION (13)

In relation to package holidays sold by us as organiser, the Package Travel Regulations require us to provide security for the monies that you pay and for repatriation in the event of our insolvency. We currently provide this security by way of "Insolvency cover" with Staysure for each person. We are in the process of applying for ATOL (through the "Travel Vault"), administered by the Civil Aviation Authority.

When we are acting as an agent, some of the travel arrangements that we sell may be protected in the case of the financial failure of the travel company. Please ask us about the protection that applies to your booking. If you receive an ATOL Certificate then you will have ATOL protection.

We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative, ie Staysure).

A14. FORCE MAJEURE (14)

Except where otherwise expressly stated in these booking conditions we will not be liable or pay you compensation if our contractual obligations to you are affected by any event which we or the supplier of the service in question could not, even with all due care, foresee or avoid. These events can include, but are not limited to war, threat of war, civil strife terrorist activity and its consequences or the threat of such activity, riot, the act of any government or other national or local authority including port or river authorities, industrial dispute, lock closure, natural or nuclear disaster, fire, chemical or biological disaster and all similar events outside our control or the control of the supplier concerned.

A15. LAW AND JURISDICTION (15)

These booking conditions all bookings made with us are governed by English law and the courts of England and Wales have exclusive jurisdiction.

A16. CONDITIONS OF SUPPLIERS (16)

Many of the services which make up your holiday are provided by independent suppliers. Those suppliers provide these services in accordance with their own terms and conditions. Those suppliers provide these services in accordance with their own terms and conditions which will form part of your contract with us. Some of these terms and conditions may limit or exclude the supplier's liability to you, usually in accordance with applicable International Conventions. Copies of the relevant parts of these terms and conditions are available on request from us or the supplier concerned.

A17. DATA PROTECTION AND PRIVACY (17)

Please see our data protection and privacy policy for full information regarding the way in which we use and store your personal data.

The booking information that you provide to us will be passed on only to the relevant suppliers of your travel arrangements or other persons necessary for the provision of your travel arrangements. The information may therefore be provided to public authorities such as customs or immigration if required by them, or as required by law. This applies to any sensitive information that you give to us such as details of any disabilities, or dietary and religious requirements.

If you travel outside the European Economic Area, controls on data protection may not be as strong as the legal requirements in this country. If we cannot pass this information to the relevant suppliers, whether in the EEA or not, we will be unable to provide you're booking. In making this booking, you consent to this information being passed on to the relevant persons. Full details of our data protection policy are available upon request.

SECTION B: AGENCY BOOKINGS ARRANGEMENTS

This section applies to bookings we make for you when acting as booking agent.

B1. YOUR CONTRACT (18)

When making your booking we will arrange for you to enter into a contract with the supplier (tour operator/airline/cruise Company or other supplier) named on your receipt. Details will be given at the time of booking. As an agent we accept no responsibility for the acts or omissions of the supplier or for the services provided by the supplier. The supplier's Terms & Conditions will apply to your booking and we advise you to read these carefully as they do contain important information about your booking. Please ask us for copies of these if you do not have them.

You may wish to purchase packages from tour operators booked through us as your agent, or individual flights, hotel, or other services featured on our website. Each component or package will be provided by different third party providers of the products you have selected. Your contract will be with the individual suppliers and not with us. Since you create your own travel arrangements by adding each component separately to create your own bespoke booking, this is not a package and therefore you are not protected under the Package Travel Regulations unless we specifically assist you in booking a package which is provided by a third party tour operator. Until a component has been confirmed by the individual supplier, no contract has been formed.

B2. CANCELLATION AND AMENDMENT (19)

Any cancellation or amendment request must be sent to us in writing and will not take effect until received by us. If you cancel or amend your booking the supplier may charge the cancellation or amendment charge shown in their Terms and Conditions (which may be 100% of the cost of the travel arrangements) and you must pay us the cancellation or amendment charge stated below.

Where the request can be met, we will confirm the amendment by issuing a revised Confirmation Invoice. We will make an administration charge of up to £50 per person, per amendment (maximum £150 per booking reference number) which will be payable along with any price increase for the altered arrangements. In addition to our own administration charge, we will pass on any administration charges made by the relevant airline or other supplier(s).

B3. CHANGES OR CANCELLATIONS BY THE SUPPLIER (20)

We will inform you of any changes or cancellations as soon as reasonably possible. If the supplier offers alternative arrangements or a refund, you will need to let us know your choice within the time frame we stipulate. If you fail to do so the supplier is entitled to assume you wish to receive a full refund. We accept no liability for any changes or cancellations made to your arrangements by the supplier under your contract with them.

B4. OUR SERVICE CHARGES (21)

In addition to the amendment charges shown in clause 19 above, in certain circumstances we apply a service charge for the services we provide. These charges will be confirmed at the time of booking. Please note that the term Service Charge does not refer to us putting together a holiday package; it is our standard charge of £50 for the service of acting as booking agent.

B5. PAYMENT (22)

If you have paid a deposit, you must pay the full balance by the balance due date notified to you. If full payment is not received by the balance due date, we will notify the supplier who may cancel your booking and charge the cancellation fees set out in their booking conditions. Except where otherwise advised or stated in the booking conditions of the supplier concerned, all monies you pay to us for arrangements will be held on behalf of the supplier(s) concerned.

B6. OUR RESPONSIBILITY FOR YOUR BOOKING (23)

Your contract is with the supplier and its booking conditions apply. As agent, we accept no responsibility for the actual provision of the arrangements. Our responsibilities are limited to making the booking in accordance with your instructions. We accept no responsibility for any information about the arrangements that we pass on to you in good faith. We do not exclude or limit any liability for death or personal injury that arises as a result of our negligence or that of any of our employees whilst acting in the course of their employment.

If for any reason any court or authority determines that we have acted outside of our agency status in any circumstances, or we confirm to you that we are the principal, we will be acting as principal rather than agent in relation to that booking. In such cases we have a duty to select the suppliers of the services making up your booking with us with reasonable skill and care. We have no liability to you for the actual provision of the services, except in cases where it is proved that we have breached that duty and damage to you has been caused. Therefore, providing we have selected the suppliers/subcontractors with reasonable skill and care, we will have no liability to you for anything that happens during the service in question or any acts or omissions of the supplier, its employees or agents. The limitations contained in Section C of these booking conditions will also apply.

SECTION C: PACKAGE HOLIDAY BOOKINGS / SPIRAL RESPITE BREAKS

This section only applies to Package Holidays / Respite Breaks, booked with us as Organiser. Please note that if you book a package and we are not the Organiser, then we will be acting as agent and you must read section B above, together with the terms and conditions of the relevant tour operator.

C1. DEFINITION OF PACKAGE (24)

A "Package Holiday" exists if you book a pre-arranged combination of at least two of the following components when sold or offered for sale at an inclusive price and when the service covers a period of more than twenty-four hours or includes overnight accommodation:-(a) transport; (b) accommodation; (c) other tourist services not ancillary to transport or accommodation and accounting for a significant proportion of the package. Where you have booked a Package Holiday with us, we will accept responsibility for it in accordance with these Booking Conditions as an "Organiser" under the Package Travel, Package Holidays and Package Tours Regulations 1992.

C2. PRICING (25)

Changes in fees (including transportation costs, fuel costs, dues, taxes, fees such as landing taxes or embarkation/ disembarkation fees at ports/airports and exchange rates) and services mean that the price of your travel arrangements may change after you have booked your holiday. However, there will be no change to the cost of your holiday within 30 days of departure. In relation to package holidays, we will absorb and you will not be charged for any increase equivalent to up to 2% of the price of your travel arrangements, which excludes insurance premiums and any amendment charges. If this means that you have to pay an increase of more than 10% of the price of your travel arrangements (excluding insurance premiums and amendment charges), you will have the option of accepting a change to another holiday if we are able to offer one (if this is of equivalent or higher quality, you will not have to pay more but if it is of lower quality you will be refunded the difference in price), or cancelling and receiving a full refund of monies paid, except for any amendment charges and cancellation charges already incurred. Should you decide to cancel for this reason, you must exercise your right to do so within 14 days from the issue date shown on your final invoice. Should the price of your holiday go down due to the changes mentioned above, by more than 2% of your holiday cost, then any refund due will be paid to you. However, please note that travel arrangements are not always purchased in local currency and some apparent changes have no impact on the price of your travel due to contractual and other protection in place.

C3. If We Change or Cancel Your Holiday (26)

We plan our holidays up to a year in advance and although it is unlikely, circumstances may force us to make changes to the advertised holidays. The changes may fall into two categories.

- i) Minor Changes: These maybe changes to travel departure / arrival times by up to 24hours, alterations to pick up points, change in choice of hotel to one of a similar rating.
- ii) Major Changes: A major change is one that is made to your holiday arrangements before departure that involves a change of destination, change of time of departure or return to or from the UK by more than 24 hours, or a change to a hotel of a lower official grading

Where a major change becomes necessary, ie due to changes in external circumstances or a change in the Risk assessment, we will inform you as soon as reasonably possible if time permits before your departure.

In these cases we will offer you the choice of the following options:

1. (for Major Changes) accepting the changed arrangements or
2. Purchasing alternative arrangements from us, of a similar standard to those originally booked if available (if the chosen alternative is less expensive than your original one, we will refund the difference but if it is more expensive, we will ask you to pay the difference) or
3. Cancelling or accepting the cancellation in which case you will receive a full and quick refund of all monies you have paid to us, excluding insurance premiums.

For a holiday to operate it is necessary for there to be a minimum number of 12 passengers. In certain circumstances we may have to cancel your holiday. We reserve the right in our absolute discretion to cancel your holiday and if cancellation occurs because of insufficient numbers, we will notify you at least 6 weeks before departure. On the rare occasion that a holiday is cancelled, we will give a full refund of monies paid, or the opportunity to accept a suitable alternative holiday, if available. Please note that we will not pay compensation where a holiday is changed or cancelled for reasons of Force Majeure (See section A above).

C4. CANCELLATION BY THE TOUR OPERATOR (27)

Cancellation by the Tour Operator may occur in exceptional circumstances. In this instance you will either be given the option of a refund, or to change your holiday or to recompense through an insurance claim.

C5. CANCELLATION BY YOU (28)

Should you or any member of your party decide to cancel your/their booking once it has been made, notification of the cancellation instruction will be required in writing from you.

The effective date for cancellation is the date when we receive your written instructions at our registered office. Notification by email will be accepted and, for the purposes of calculating cancellation charges, emails will be treated as having been received by us 24 hours after they are sent. Receipt of emails will be

acknowledged. We will have no liability to you in the event of emails not being received, or their delivery being delayed, for technical or other reasons.

If you or any member of your party cancels, a charge is payable by way of agreed damages to cover our estimated losses, calculated on the scale set out below:

Period before departure by which written instructions are received by us	Cancellation charge shown as a percentage of total price (excluding insurance premium)
More than 80 days	Loss of deposit/amount paid at time of booking
80 - 29 days	50% or deposit (whichever is greater)
28 - 15 days	75% or deposit (whichever is greater)
14 - 8 days	100% or deposit (whichever is greater)

Please note that for some flight bookings full payment will be required at the time your booking is made. Many flight bookings are non-changeable and cannot be altered/cancelled without 100% cancellation charges being applied, even where such cancellation occurs shortly after the booking has been made.

You may be able to make an insurance claim if the reasons for your cancellation fall within the terms of your insurance cover.

C6. OUR RESPONSIBILITIES TO YOU IN RESPECT OF PACKAGE HOLIDAYS (29)

1) We will accept responsibility for the arrangements we agree to provide or arrange for you as an “organiser” under the Package Travel, Package Holidays and Package Tours Regulations 1992 as set out below. Subject to these booking conditions, if we or our suppliers perform or arrange your contracted holiday arrangements negligently, taking into consideration all relevant factors (for example following the complaints procedure as described in these conditions and the extent to which ours or our employees’ or suppliers’ negligence affected the overall enjoyment of your holiday), we will pay you reasonable compensation. Please note that it is your responsibility to show that we or our supplier(s) have been negligent if you wish to make a claim against us.

2) We will not be responsible or pay you compensation for any injury, illness, death, loss, damage, expense, cost or other claim of any description if it results from:

- (i) the act(s) and/or omission(s) of the person(s) affected;
- (ii) the act(s) and/or omission(s) of a third party unconnected with the provision of the services contracted for and which were unforeseeable or unavoidable; or
- (iii) unusual or unforeseeable circumstances beyond ours or our supplier(s) control, the consequences of which could not have been avoided even if all due care had been exercised; or
- (iv) an event which either ourselves or suppliers could not, even with all due care, have foreseen or forestalled.

3) We limit the amount of compensation we may have to pay you if we are found liable under this clause: (i) for loss of and/or damage to any luggage or personal possessions and money, you are assumed to have adequate insurance in place to cover any losses of this kind;

(ii) for claims which don't involve injury, illness or death, the maximum amount we will have to pay you in respect of these claims is twice the price paid by or on behalf of the person(s) unless affected by arbitration, nor does this affect your statutory rights. This maximum amount will only be payable where everything has gone wrong and you or your party has not received any benefit at all from your booking. (iii) for claims in respect of international travel by air and sea, or any stay in a hotel, the extent of our liability will in all cases be limited as if we were carriers under the appropriate Conventions, which include The Warsaw/Montreal Convention (international travel by air); The Athens Convention (with respect to sea travel); The Berne/Cotif Convention (with respect to rail travel) and The Paris Convention (with respect to hotel arrangements). You can ask for copies of these Conventions from our offices. Please contact us. In addition, you agree that the operating carrier or transport company's own 'Conditions of Carriage' will apply to you on that journey. When arranging transportation for you, we rely on the terms and conditions contained within these international conventions and those 'Conditions of Carriage'. You acknowledge that all of the terms and conditions contained in those 'Conditions of Carriage' form part of your contract with us, as well as with the transport company and that those 'Conditions of Carriage' shall be deemed to be included by reference into this contract.

4) In any circumstances in which a carrier is liable to you by virtue of the Denied Boarding Regulation 2004, any liability we may have to you under our contract with you, arising out of the same facts, is limited to the remedies provided under the Regulation as if (for this purpose only) we were a carrier. When making any payment, we are entitled to deduct any money which you have received or are entitled to receive from the transport provider or hotelier for the complaint or claim in question.

5) It is a condition of our acceptance of liability under this clause that you notify any claim to ourselves and our supplier(s) strictly in accordance with the complaints procedure set out in these conditions. Where any payment is made, the person(s) receiving it (and their parent or guardian if under 18 years) must also assign to ourselves or our insurers any rights they may have to pursue any third party and must provide ourselves and our insurers with all assistance we may reasonably require.

6) Please note, we cannot accept any liability for any damage, loss or expense or other sum(s) of any description which on the basis of the information given to us by you concerning your booking prior to our accepting it, we could not have foreseen you would suffer or incur if we breached our contract with you.

7) Excursions or other activities that you choose to book while you are on holiday are not provided by our company and do not form part of your contract with us. Such

arrangements are therefore not covered by The Package Travel, Package Holidays and Package Tours Regulations 1992. On occasions, local excursions and activities will be made available for sale via our local/agency staff. In such circumstances those staff will be acting as sales agents for the supplier(s) of the offered excursion/activities. Therefore, unless you suffer personal injury or death caused by our negligence, we will not accept liability for any loss or damage you may suffer as a result of participation in a locally booked excursion or activity. Excursions included as a part of your holiday description are subject to Risk Assessments taken on the holiday and may be changed or cancelled by the group leader if deemed unsafe or inappropriate. In all cases we will endeavour to offer an alternative excursion and will either pay the additional costs ourselves or refund the difference where applicable.

8) We do not exclude or limit any liability for death or personal injury that arises as a result of our negligence or that of any of our employees whilst acting in the course of their employment.

C7. DELAYS, MISSED TRANSPORT ARRANGEMENTS AND OTHER TRAVEL INFORMATION (30)

We cannot accept liability for any delay in your transport to or from the UK where the cancellation or delay is caused by adverse weather conditions, re-scheduling of times by an airline, decisions made by the port/airport authorities and/or the action of air traffic controllers, mechanical breakdown, strike, industrial action or otherwise. However, in certain circumstances, you may be able to make a claim under your insurance policy if the reasons for the delay fall within the terms of your insurance cover.

SECTION D: RESPITE BREAKS

D1. MEDICAL CONDITIONS AND SUPPORT NEEDS

The published cost of the Spiral Respite breaks does not include additional care costs for the support services detailed below. Please refer to the “Additional Support Prices” for details of costs.

Wheelchair Escort

Wheelchair Transport

One to One personal care eg, bathing, dressing,

24hour one to one support

Support with eating

One to one mobility support when walking

Night time sleeping support

Please ensure that when you make a booking that you complete our medical and support forms, and ensure that you make us aware of all medical, behavioural and support needs. It is also important that you inform your insurance company and Spiral of any previous medical conditions that may have an effect on the holiday.

Failure to do so may result in you bearing extra costs and/or invalidating your insurance.

Should Spiral incur any extra costs during a respite break due to your failure to provide correct medical and support information then you will be liable for said costs.

D2. MEDICATION

In all cases Spiral staff must be aware of any medication that is being used during the holiday period and made aware of any potential after effects of medication changes leading up to the holiday. At the point of meeting or pick up for the holiday all medication along with supporting documentation and MARS sheets must be passed to our Medication Officer. This is regardless of whether you are self-medicating or not. At that point our staff will check that the medication provided matches with the MARS sheet and supporting documentation. Please note that discrepancies found will have to be dealt with at this juncture. If there is either a shortage or lack of correlation between the medication provided and supporting documentation then you will not be allowed to continue with the holiday until these have been resolved. This may cause a delay to your holiday or at worst prevent you from continuing with your holiday, (this would not be refundable, but may be retrievable through your holiday insurance). Spiral staff will either Supervise or administer medication as per the following:

- i) **Medication Administration** for people who do not self-administer. Our staff will administer all medication and sign the Mars sheet as administered. The person's medication will be held and stored by our staff in a separate bag under lock and key.
- ii) **Medication Supervision** for people who normally self-administer. Our staff will monitor people administer their own medication themselves and will monitor them sign their Mars sheet and then countersign it. Depending on your written instructions the medication will be either held by Spiral staff as above or by the holiday-maker. Please Note we are not responsible for the safety of the medication if held by the holiday-maker.

D3. ILLNESS PRIOR TO HOLIDAY

It is your responsibility to advise Spiral of any recent illness or change in health or support needs prior to taking part in a Spiral holiday. This will help yourself and Spiral to re-assess your holiday support and the suitability of the holiday for your current state of health.

D4. CARE SUPPORT INFORMATION

You must return your "Holiday" and "Medical & Behavioural" forms and a Passport sized photograph (for your holiday ID Card) to Spiral One week before the date of travel.

D5. HOLIDAY SPENDING MONEY

At the Holiday point of meeting, or earlier if preferred a member of the Spiral holiday team will need to sign for, and confirm, the amount of spending money, either to be held and re-issued daily by Spiral to the holiday-maker, or to be held by the Holiday-maker. Note that Spiral can only be responsible for money held by our staff.

D6. CLOTHING AND PERSONAL CARE ITEMS AND VALUABLES

It is the responsibility of the holiday-maker to provide adequate changes of underwear, (daily), and top wear, plus extras for contingencies, for the length of the holiday. Holiday-makers are also expected to pack sufficient toiletries and sanitary items with correct disposal bags and labelled laundry bags. Failure to do so will result in you being charged for any necessary purchases by Spiral.

Spiral will provide you with a check list of items that you are recommended to bring on your holiday. Please use this and either tick what you re bringing or add to the list any specific items of value to you. You are expected to insure and list with a serial number and description any items of high value that you bring on holiday.