

Terms and Conditions

In booking an author visit from John Dougherty you are agreeing to these terms and conditions, any variation of which must be agreed in writing.

Structure of visit

The structure of the visit will be as agreed in advance. If no structure is agreed in advance then there will be **no more than** 4 sessions as follows:

- 20-25 minutes with FS
- 40-45 minutes with KS1
- an hour with lower KS2
- an hour with upper KS2

Cost

The cost of the visit will be the agreed fee plus expenses. If no fee is agreed the fee will be calculated based on the fee structures displayed on John's website at

www.visitingauthor.com .

Normally 'expenses' means simply 'travel costs' although other costs reasonably incurred - such as meals, accommodation, or workshop materials - may be charged if appropriate.

Car travel is charged as per HMRC recommendations - 45p per mile at the time of writing, though this figure is subject to change.

Where an invoice is supplied before the visit, payment should be made on the day of the visit; otherwise payment should be made within 21 days of presentation.

John is self-employed and will invoice as a sole trader; any school or booking party which deduct or attempts to deduct tax and/or NI at source will be liable to pay an admin fee of at least £75 and any accountancy fees John incurs in correcting this. Any school or booking party which insists on John filling out a form of any sort before making payment will likewise be liable to pay an admin fee of at least £75.

Preparation for the visit

Experience suggests that the more the school and individual teachers prepare for the visit, the more successful it will be. As a bare minimum, the school agrees that in advance all

children, parents and members of staff will be informed of the visit and made aware of who John is and that a book signing will be taking place.

Staff responsibilities during sessions

Members of staff should attend every session. These should wherever possible be the staff who normally work with the attending children. Staff are expected to engage with the session rather than, for example, marking books or chatting (yes, I know that should be obvious, but you'd be surprised!).

Please note that for insurance reasons John should not be left in sole charge of children at any point during the visit.

Poor behaviour from children is rarely a problem in John's sessions; however, in the event of significant behaviour management or intervention being required, this is the responsibility of the school staff and not the author.

Book signing

The book signing is an important part of the day; it is sometimes the first time a child will ask for a book, and sometimes the first occasion on which a child will be bought a book of his or her own. John will never pressure children to buy one of his books, but it is important that any child who has been enthused about reading by the visit is given an immediate opportunity to do something with that enthusiasm.

For that reason, in making this booking the school agrees to facilitate and promote the book signing, by:

- informing children and parents well in advance about the visit and book signing
- reminding children and parents close to the day of the visit about the book signing and providing details
- providing a suitable space for the signing
- **providing a member of staff** to help with the practicalities such as taking payment and keeping order

Book signings will normally take place at the end of the school day, but may take place earlier if convenient. Unless otherwise agreed, John will bring a supply of books to sell; obviously children who already own one of his books are more than welcome to bring them to be signed at no charge.

Under exceptional circumstances and for good reasons John may of course agree to cancel the book signing. However, any school which unilaterally cancels the book signing agrees to pay an additional fee of £100.

Cancellation

If the school or other booking party cancels a confirmed booking, any expenses John may have reasonably incurred in preparation for the visit will of course be chargeable.

Otherwise, the booking may be cancelled without additional charge up to 8 weeks prior to the agreed date. After that time the following charges may be applied:

- 4-8 weeks' notice: 50% of fees
- less than 4 weeks' notice: 100% of fees

If the school wishes to reschedule there will be no additional charge providing the request is made and received more than 2 weeks prior to the agreed date, and providing the rescheduled date is within a term of the original.

Photography & filming

Members of staff are welcome to take photographs - both candid shots during the session and posed shots with the children afterwards - as long as this is in keeping with the school's own policies.

However, filming of any part of John's sessions is not permitted. Exceptions may on occasion be made for school-only use for specific purposes, but permission must be explicitly sought and given prior to the session. Please ensure all members of staff and other adults in attendance are made aware of this.