**Kirstie Watson – Author - Online Author Visits – Full Terms and Conditions**

**1. General**

1.1. Kirstie Watson – Author is a trading name under the storytelling event and publishing company, Telltale Tots Ltd.

1.2. Listed below are the full Terms and Conditions for online author visits by Kirstie Watson - Author.

1.3. By accessing the services of Kirstie Watson - Author, you agree to be bound by these Terms and Conditions.

1.4. "Session" refers to the online author visit.

1.5. "School" refers to a school, library, festival, or other venue.

1.6. “Online author visit” refers to an online session via the video conferencing software Zoom.

1.7. If there is anything that you do not understand please feel free to e-mail your enquiry to: kirstie@telltaletots.co.uk.

**2. Booking a FREE online author visit**

2.1. Online author visits must be scheduled via either: the online booking system at [www.kirstiewatsonauthor.co.uk](http://www.kirstiewatsonauthor.co.uk) OR via email to kirstie@telltaletots.co.uk OR via the contact form at [www.kirstiewatsonauthor.co.uk/contact](http://www.kirstiewatsonauthor.co.uk/contact)

2.2. Sessions are only ‘booked’ upon receipt of a confirmation email from Kirstie Watson.

2.3. You must provide all the details requested during the booking process, including: your name, contact details, school name and address, number and year groups of children participating.

2.4. You are required to notify Kirstie of any changes to booking details **a minimum of 7 days prior to the visit**.

**3. Qualifying for a FREE online author visit**

3.1. Online author visits are FREE to the school with the pre-order of **a minimum of 15 books**.

3.2. Books must be ordered **7 days ahead of the visit** in order to qualify for free delivery and to ensure books can be delivered ahead of the session.

3.3. Books ordered after this, will count towards total orders, but will be subject to a small delivery charge and may arrive after the session.

3.4. Books can be ordered either by parents OR the school, so long as they reach the minimum pre-order total of 15.

3.5. If the minimum pre-order number **is not met**, the school will receive an invoice for the remaining books. E.g. If 10 books are pre-ordered by parents, the school will receive an invoice for the 5 remaining books: £7.99 (book RRP) x 5 = £39.95.

3.6. Invoices are payable within 2 weeks of receipt, unless otherwise agreed.

3.7. ‘Free delivery’ means free delivery to the school address only. All books will be posted directly to the school and will include the child’s name to ensure easy distribution to classes.

3.8. If parents would prefer the books to be delivered to their home address, they would need to specifically request this and cover the delivery cost themselves.

3.9. Books ordered from any other retailer (e.g. Amazon), this will not count to the pre-order total.

**4. Ordering books ahead of the online author visit**

4.1. Ahead of the session, Kirstie will provide the school with a parent communication which explains, step by step, how parents can order books. It will also include a unique code they MUST use at the checkout. This will ensure free delivery is applied, and the books are delivered in a timely manner to the correct school.

4.2. It will be the school’s responsibility to ensure parents are made aware of the session, and to ensure they receive the ordering information in a timely manner.

4.3. Books can be ordered either by parents directly OR the school can purchase all copies and make them available to parents via ParentPay (or similar).

4.4. Books can only be ordered from: [www.kirstiewatsonauthor/bookshop](http://www.kirstiewatsonauthor/bookshop).

**5. Cancelling or rescheduling your online author visit**

5.1. Kirstie Watson - Author reserves the right to cancel sessions in circumstances beyond her control (e.g. illness/technological issues). If Kirstie is unable to offer a suitable alternative session, full refunds will be offered on all book pre-orders.

5.2. Should the school wish to cancel/re-arrange a booking, they must do so in writing to kirstie@telltaletots.co.uk, providing at least 7-days notice.

5.3.The school is invited to create an online account on the booking system to allow rescheduling and new bookings easier in the future. This is not mandatory.

**6. Online author visit – session guidelines**

6.1. A teacher from the school must be present throughout the session.

6.2. Teacher involvement is fundamental to the successful running of the session. A teacher must be on hand to supervise and support children during the session.

6.3. Sessions are approximately 45 minutes long and start promptly.

6.4. The school will be invited to join the Zoom meeting 10 minutes ahead of the start time to test the link and ensure everything is working as it should – video and sound etc.

6.5. Kirstie Watson – Author will host the secure private Zoom meeting and will provide the meeting ID and password ahead of the session.

6.6. Multiple classrooms may join the session.

6.7. Participants will be muted during the session, except during Q&A or at Kirstie Watson’s discretion.

**7. Photography and recording**

7.1. Photography and recording is permitted by the school during the session. The school is free to take photos, take screen grabs or short video clips of the session as use them at their discretion.

7.2. **Kirstie Watson - Author WILL NOT take any photographs or recordings** at all during the session but would welcome any from the school. These should be photographs that the school deem suitable for use by Kirstie Watson - Author for marketing purposes - on social media and on the website.

**8. Data Protection**

8.1. Kirstie Watson - Author, operating under the company Telltale Tots Ltd, is committed to protecting your privacy and will therefore only use the information collected from you lawfully and in accordance with the General Data Protection Regulation 2018. Please refer to our full GDPR policy for full details.

I have read and understood the terms and conditions set out above and agree to abide by its terms. By participating in an online author visit it will be deemed that you agree to the T&C’s laid out unless we hear from you in writing to the contrary.