

Booking Form

Name of organising teacher: _____

School: _____

Address: _____

_____ Tel no: _____

Email: _____

School/teacher mobile number: _____
(for use only on the day of the visit)

Year group: _____ Age range: _____

Special needs: _____
(Disabilities etc)

Visit dates requested:

(1) _____ No of pupils: _____ No of adults: _____

(2) _____ No of pupils: _____ No of adults: _____

(3) _____ No of pupils: _____ No of adults: _____

Indicate any relevant pre-visit classwork or planned follow up:

What are your learning objectives for the visit?

I confirm that I have read the Essential Information sheet and Hazard sheet and circulated it to the group leaders (please tick box)

Signature: _____ Date: _____

Name: _____ Position: _____

Please return the completed form to the above address

Essential Information To Help You Plan Your Trip

Risk assessments must be read and used alongside this document.

1. Health and Safety

- The Group Leader or teacher is responsible for the behaviour and management of the pupils at all times
- A first aid kit is available on site
- Education Centre staff have First Aid at Work Certificates and hold current Enhanced Level Disclosure Certificates
- Do not forget any medications for your pupils, also biohazard disposal bags for fluid waste (in case of sickness)
- At least one member of staff will be available to support your visit

2. Supervision

- Minimum ratios: Staff/pupil ratio for up to and including Y3 = 1:6
- Staff/pupil ratio for Y4 to Y6 = 1:10
- Staff/pupil ratio for Y7 and above = 1:15
- Please ensure you bring enough supporters on the day as we reserve the right to cancel the visit should this not be adhered to
- The visit organiser should liaise with the Education Co-ordinator in advance of the visit as to how the group will be divided during the day. Please ensure your pupils are organised into their groups **prior** to the visit. Each group should know in advance which adult is responsible for them
- Visiting staff and helpers will be required to take an active role in helping their groups

3. Clothing

- Suitable footwear, with tread, is essential
- For winter visits, please ensure your pupils bring warm, waterproof clothing, suitable for the prevailing weather, together with hats and gloves. Hats and suncream are advisable in summer
- It is recommended you bring spare clothing (for pond dipping) and latex/plastic gloves or antiseptic gel for use at the pond and when feeding the fish at the fish farm

Please turn over

4. Lunch

- Visitors will require a packed lunch. There is no shop at the Education Centre
- Visitors are asked to take lunch debris away with them to give pupils an idea of how much litter they create and an opportunity to recycle it
- Kettles are available to boil water

5. Transport

- We would advise you request that the coach pick you and your pupils up between 9:00 and 9:15 hours on the day of the visit
- Please advise us of the name of your coach company and your likely time of arrival
- We suggest that you download a map from our website and forward this to your coach company as we are not easy to find!
- The coach will (unless otherwise arranged) depart from the Education Centre at 14:00 hrs prompt

6. Charges

- £3 per pupil. For groups of fewer than 20 pupils, a £60 minimum charge will apply
- There is no charge for teachers and other adult supporters who attend on the day
- These charges **exclude** the cost of transport. We can however recommend a coach company for you and arrange the transport for a small administration fee; the coach company will then invoice you directly
- A scale of charges will apply should you cancel the visit(s). See our website (www.blithfield.com/education for further details)

7. Payment

- An invoice will be issued on 30 day payment terms

School Visit Hazard Sheet

To be read before the visit and implemented by all adult helpers from the School. Risk assessments must be read alongside this document.

- First aid kits are carried by Education Centre staff. Decisions on what treatment should be carried out remain the responsibility of the teacher in charge.
- Please ask your pupils to respect the environment. Do not allow them to pick, eat or damage anything. If they move fallen branches, stones etc, remind them to put them back as they found them as they may damage the habitat of the creatures that live there if they do not.
- Stay on the paths and do not take short cuts.
- Do not allow your pupils to run (except in organised games). This is particularly hazardous in the woodland when the ground underfoot is soft and where there may be tree roots hidden under debris.
- Remind all pupils to stay in their groups at all times and to stay within sight of their group leader.
- Ensure everyone washes their hands properly as soon as they return to the Centre and before having lunch.
- We advise that you ensure cuts on the hands of staff and pupils are covered up before you arrive (eg with waterproof plasters).
- School staff are responsible for all children at lunchtimes and toilet breaks. During education sessions, this responsibility is shared with Education staff.

Information you will need in the event of an emergency:

Education Centre landline:

01889 500541

Education co-ordinator mobile:

07817 721755

Ordnance survey grid reference for Education Centre:

SK 053 248

Ordnance survey grid reference for Estates Office (dam):

SK 075 233

Group leader's mobile phone number: