



This form must be returned before your booking can be confirmed. Please note that we require a minimum of 6 weeks notice. We will use the information to discuss your visit and activities. Please complete all applicable sections.

### General information

**Group type:** School  College  Community   
Other  please specify .....

**Type of visit:** Self-led  Ranger-led   
Combination  please indicate times for ranger-led  
section of visit .....

Other  please specify .....

**LEA** (if applicable): .....

Please return to:

Forestry Commission  
Peninsula  
Bullers Hill  
Kennford  
Exeter  
EX6 7XR

### School or group details

Name of group: .....

Name of group leader(s) during visit: .....

.....

Tel: .....

Fax: .....

Email: .....

Mobile (during visit): .....

Address: .....

.....

..... Postcode: .....

If the contact details will be different during the visit please let us know (eg. if your group is staying in temporary accommodation).

#### School type

LEA  Independent  Special  Other

Non-LEA schools and all other groups please attach a copy of your PLI certificate.

### Visit details

Chosen FC setting: .....

Or your own setting: .....

Please specify and supply map if not FC site.

Grid reference of meeting point: .....

Date of visit: .....

Please call first to confirm availability.

Arrival time: .....

Departure time: .....

Do you require a classroom? Y  N   
(Haldon Forest Park Only)

#### No. of participants (by learning stage)

Pre-school ..... A Level .....

Reception ..... 14-19 Dip .....

KS1 ..... FE .....

KS2 ..... HE .....

KS3 ..... Adult .....

KS4 .....

No. of adult helpers (including parents): .....

1:5 for young children please

LEA recommended ratio: .....

For most ranger-led activities we recommend a ratio of 1:35 (one ranger per class). If we need to provide extra staff due to programme type or number of pupils we may charge for this (see overleaf).

### Other information

#### Health and Safety

We have risk assessments for activities related to all of our programmes.

School or group leaders will retain responsibility for all other aspects of the visit.

Please tick if a copy of our risk assessments is required with your confirmation

**Special requirements:** Please list any special medical, behavioural or physical conditions that we need to be aware of: .....

.....

Will anyone be using a pushchair or wheelchair? .....

**Photos** Please tick box if we may take photographs of your group for our records and publicity

It is the responsibility of the group leader to ensure parental consent.

## Programme

Programme required: .....

Associated topic: .....

How does this fit with the work you are doing in your own setting? .....

.....

.....

.....

What are your learning objectives for the visits? .....

.....

.....

.....

## Charges

**Total  
£**

### Led programmes

• **Full day (1000-1530):** .....£120

• **Half day (1000-1230 or 1300-1530):** ...£75

• **Classroom Hire:** .....£25 per day

### Transport details

• Please detail numbers and what type of vehicles you will bring with you and from what direction you will travel.

Coaches .....Minibuses ..... Cars .....

Please note that there may be a charge for parking and you will need to bring the correct change for the meters. Please check with the Rangers for details.

## Total payment

**£**

## Payment

Please tick box:

Please find enclosed a cheque, payable to the Forestry Commission

Please invoice the group after the visit (not available to private parties)

[Cancellations after booking confirmation may be subject to 50% cancellation fee]

# Guidelines for a safe and enjoyable visit

## The group leader's responsibilities

To ensure a safe visit, the group leader and other adult helpers will be expected to take an active part in the visit and will be entirely responsible for discipline, safety and overall control of the group. Group leaders should try to arrange a preliminary visit with Forestry Commission staff to discuss the programmes and the group's needs and to assess the site conditions.

The group leader must carry out the necessary risk assessments for the visit and the journey to and from the forest or other site. All parental or guardian consents and permissions should be obtained by the group leader before the visit.

For school groups the Local Education Authority should lay down the maximum ratio of students to supervisors. It is the group leader's responsibility to ensure that students are wearing appropriate footwear and clothing for the conditions. Weather conditions can change rapidly and forest sites are often muddy – advice should be sought if in doubt.

The forest is a working environment. The group leader will ensure that warning signs and instructions from Forestry Commission staff are heeded, areas where work is in progress are avoided and the group is kept together. In the case of an accident, the group leader and visiting staff will be on hand to give any information about special requirements. The group leader will be responsible for ensuring that at least one supervisor has a basic knowledge of First Aid. Accidents, whether requiring treatment or not, must be reported to FC staff.

The school or other group, through the LEA or other insurance, as appropriate, will indemnify the Forestry Commission against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the educational visit and will, during the period of the visit, maintain an insurance policy with a reputable insurance company for an amount of not less than £5 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school, group or LEA to the Forestry Commission.

The group leader is responsible for ensuring all litter is taken away with the group and that no damage is caused to the environment or site facilities.

Additional permits may be required for specialist activities or field studies. Contact the ranger staff for advice.

## Forestry Commission staff responsibilities

During a visit led by Forestry Commission staff, the staff member will co-ordinate the activities of the group and will advise the group of any particular known hazards that may apply on the day of the visit.

Most Forestry Commission staff have basic knowledge of first aid and have kits at their disposal, although the prime responsibility for rendering first aid remains with the group leader.

Forestry Commission staff have the discretion to exclude from the visit anyone who is not properly equipped or fails to comply with other conditions listed above.

## Pre-visit check

Is this your first visit to the forest? Y  N

Is this your first guided visit? Y  N

Whether or not this is your first visit it is strongly recommended that you carry out a pre-visit, preferably contacting a ranger. This will ensure you know what is there and what you want to get out of your visit.

## Self-led visits

Please list which parts of the forest you will be using: .....

At what times: .....

And the activities taking place: .....

The forest is a working environment. Please observe all warning signs.

**Important information:** During your pre-visit check or contact with the ranger, please check the location or availability of the following:

Contact name ..... Accident & emergency reporting procedures .....

Parking ..... Rendezvous point.....

Toilets ..... Telephone .....

First aid ..... Refreshments .....

## General

- Please have your group ready at the agreed start time. If you are running late contact the ranger or the office. If we are aware of your delay we can wait for you.
- Payment can be made in advance by cheque or credit card when your booking form is returned. Cheques are to be made payable to the Forestry Commission and should be returned with this form. If an invoice is requested it will be issued after the event.
- If you wish to cancel the event please let us know a minimum of 2 weeks before the visit is due. We reserve the right to still charge you for the booking if you cancel after this time.
- Some forest roads have width restrictions. Access details should be discussed with the Forestry Commission and/or your coach operator.
- Most guided walks are inappropriate for dogs. Please check with the ranger.

## What to bring

- Suitable outdoor clothing including warm waterproof coat with hood, and footwear with non-slip soles. Everyone is advised to wear trousers, even in hot weather. Shorts and sandals are not recommended due to brambles and ticks in the forest. A hat, scarf and gloves in winter are essential.
- Packed lunch and drink (if site has a cafe, please use picnic benches or classroom rather than cafe seating).
- A list of students for your own use. It is very helpful if working groups can be allocated before arrival.
- We have basic field equipment but please bring your own digital equipment if required.

## All visits

Do you want to book the classroom?  At time: .....

(Haldon Forest Park Only)

If your group is likely to purchase lunch from the café or would like to order ice creams, please contact the café directly.

Cardinham – Woods Café 01208 78111  
Haldon Forest Park – The Ridge Café 01392 833268

## Declaration

I wish to apply to visit for the above event. I confirm I have read and understood the notes overleaf and will ensure that the group complies with the conditions outlined.

All leaders, teachers, and parent helpers & group members will be informed of the above.

Signed ..... Print name .....

Position ..... Date .....

Please sign and return the whole form. We will sign it and send you a copy as confirmation.

## Booking confirmation

Signed ..... Print name .....

Position ..... Date .....

(On behalf of forest management director)

## For office use only

Office ref. no.		Group ID		Session choice	
Date booking form issued		Date booking form returned		Date confirmation issued	
Ranger leading		Other FC Staff informed		Classroom booked	
Route/site checked		Date RA/s carried out		Site RA, AFAG/etc sent with confirmation	
PVC with Ranger		AV required		Insurance certificate attached	
Invoice number		Payment due		A35 receipt number	
Evaluation sent		Evaluation returned		Staff evaluation of visit	