

Educational and Learning Visit Booking Form This form **must be** returned before your booking can be confirmed.

The Education and Learning Service will use the information to discuss your visit and activities - please complete all applicable sections.

Please confirm visit and return to:
 Learning Team
 Delamere Forest Park
 Linmere
 Delamere
 Northwich
 Cheshire
 CW8 2JD

General Information:

Group type:
 School College Community Other
 Please specify _____
Type of visit:
 Self-led Ranger-led Combination
 Other Please specify _____
 LEA (if applicable) _____

School/Group Details:

Name of Group: _____
 Name(s) of Group Leader(s)
 (During visit) _____
 Telephone: _____
 Fax: _____
 Email: _____
 Mobile: (during visit): _____

School/Group Address:

Postcode: _____
School type: LEA Independent
 Special Other
NB Non-LEA schools and all other groups - please attach a copy of your PLI Certificate

School/Group Contacts: If the contact details will be different during the visit please let us know. *E.g.* If your group is staying in temporary accommodation.

Chosen FC setting: _____
Or Your own setting: _____
(Please specify your chosen venue)
 Grid reference of meeting point: _____
 (Please supply map if not FC site)
Date of visit: _____
 (Please call first to confirm availability)
 Arrival time: _____
 Departure time: _____
Do you require a classroom? _____

No. Participants by learning stage:
 Pre-school ___ Foundation ___ Reception ___
 KS1 ___ KS 2 ___ KS3 ___ KS4 ___ A Level ___
 14-19 Dip ___ FE ___ HE ___ Adult ___
No. Adult helpers (including parents 1:5 for young children please) _____
LEA recommended ratio: _____
(For ranger led activities FC recommends 1:20, if you require different arrangements please ask).

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 we need to be aware of: _____

Will anyone be using a pushchair or wheelchair? _____

Photos: Please tick the 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 Required (see information provided):

Associated Topic:

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

What are your learning objectives for the visits?

Is this your first visit to the forest? Y/N If 'N' have you had a guided visit before? Y/N

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

(NB the forest is a working environment, please observe warning signs).

Led Programmes please select workshop required below by indicating the number of children you are bringing. Please note that the maximum group size for all led programmes is 20 children.

Key Stage	Workshop	Duration	Cost per session	No. children for session
KS1	Forest Explorers	1 ½ hours	£60	
KS1	Sensory Seekers	1 hour	£40	
KS1	Environment Investigators	1 ½ hours	£60	
KS2	Forest detectives	1 ½ hours	£60	
KS2	Habitat hunters	1 ½ hours	£60	
KS2	Habitat hunters – ponds	1 ½ hours	£60	
KS2	Contrasting locations: a forest environment	1 ½ hours	£60	
KS2	Perfect pollinators and dynamic dispersal	1 ½ hours	£60	
KS2/3	Trees for life: Sustainable shelters	1 ½ hours	£60	
KS2	Dormouse dormancy	1 ½ hours	£60	
KS2	Habitat experts: interdependence and food chains	1 ½ hours	£60	
KS3	Exploring local environments and feeding relationships.	1 ½ hours	£60	
KS3/4	Ecological relationships.	2 hours	£80	
KS3/4	Sustainable energy	1 ½ hours	£60	
	Tailor made activities- please discuss with education ranger and insert below.	Tbc.	Tbc.	

**Total
£**

Total Payment (bookings will only be confirmed once payment is received)

£

Payment details

*** Please find enclosed a cheque, payable to the Forestry Commission**

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 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; the group's needs and 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 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 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 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 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 and site details

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 your group is running late contact the Ranger or the office - we can wait if we know you are running late.
- Payment is to be made in advance by cheque when your booking form is returned. Cheques are to be made payable to the Forestry Commission and returned with this form.
- 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 to include 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 because of brambles and ticks in the forest. A hat, scarf and gloves in winter are essential.
- Packed lunch and drink (on sites with café franchises please use picnic benches or classroom rather than café 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 education room? time _____
Is your group likely to purchase lunch from the café? time _____

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

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	