

This form **must be** returned before your booking can be confirmed. Prior to completing, please contact the Westonbirt team to check availability of your preferred visit date.

The Westonbirt team will use the information to discuss your visit and activities - please complete all sections.

Please return to:
Westonbirt National Arboretum
Tetbury
Glos
GL8 8QS
Tel: 01666 881211
Fax: 01666 880559

General Information:

Group type:
 School College Community Other

Please specify _____

Type of visit:

Led Self-led Outreach (Jan-Mar)
 Other Please specify _____

School/Group Details:

Name of group: _____

Address: _____

Postcode:

Name(s) of Group Leader(s) during visit

Telephone:

Email for invoicing:

Mobile: (during visit):

Please tick if you would like to receive learning updates by email

School type: LEA Academy
 Independent Special

NB Non-LEA schools / other groups

Please tick if you hold an up to date Public Liability Insurance Certificate

Date of visit:/...../.....

(Please call first to confirm availability)

Arrival time:

Departure time:

Number of participants:

Pre-school ____ Reception ____ Y1 ____

Y2 ____ Y3 ____ Y4 ____ Y5 ____ Y6 ____

KS3 ____ KS4 ____ AS/A ____ Other: ____

No. Adult helpers ____

NB: You must comply with your LEA's recommended adult: student ratios. We recommend 1:4 (Pre-school/Reception) 1:5 (Years 1-6) and 1:10 (Years 7+)

Health and Safety: Please read attached H&S guidelines. You will be provided with H&S guidance on confirmation of your booking. Copies of specific activity Risk Assessments are available on request. We strongly recommend that you carry out a pre-visit with a member of the education team. This will enable you to familiarise yourself with Westonbirt and help us to understand your needs. Please contact the education team to arrange: 01666 881211

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

Nut allergies Autistic / Aspergers Epilepsy
 Visual impairment Hearing impairment Diabetes
 Wheelchair/pushchair users EBD EAL

Other: _____

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 (for led visits) _____

See web site for further details (www.forestry.gov.uk/westonbirt-education)

Snack break required

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

Self-guided activities – activity backpacks £15 each

See web site for further details (www.forestry.gov.uk/westonbirt-education)

Foundation Sensory Backpack (EYFS)

Where in the world Backpack (KS1)

Passport to the Trees Backpack (KS2)

Around the World Explorer Backpack (KS3)

Forests For The Future Backpack (KS2, KS3)

Who Lives at Westonbirt Explorer Backpack (KS1, KS2, KS3)

Woodland Mini-beasts / Invertebrates Explorer Backpack (KS1, KS2)

Self-guided activities – free to download

Play Trail (EYFS, KS1, KS2)

Seasonal Play Booklet (EYFS, KS1, KS2)

Growing Green Activity Pack (KS1, KS2, KS3)

Orienteering (KS2, KS3, KS4)

Art Activity Pack (KS1, KS2, KS3)

Art Scavenger Hunt (KS1, KS2, KS3)

Own activities

Programme charges – Led Visits (includes admission charge)

Half-day session (approx. 1 ½ hours) No. of Students _____ £4 per child / min charge

For each group containing less than 25 children your cost will be £100 min charge per session

Admission charges – Self-guided only visits

Entrance only (self-led visit) No. of Students _____ £2 per child (aged 5-18)

No. of under 5s _____ Free

Mature Students _____ £5.00 per student

Accompanying adult charges – all groups

(Free helpers: Pre-school & reception: 1 adult:4 pupils, Years 1-6: 1 adult:5 pupils, Year 7+ 1 adult:10 pupils)

No. of paying adults _____ £6 per adult (spring, summer, autumn)
£4 per adult (winter)

Payment

- Groups with a cost of £25 or more will be invoiced following their visit.
- **If your visit costs less than £25 please pay on the day.**

Cancellation

We reserve the right to alter arrangements to ensure the safety of participants. However, once you make a provisional booking, if you cancel a led programme less than four weeks before your visit date, you will be charged a 50% cancellation fee.

Total Payment

£

Declaration

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 pages 1 & 2 to confirm your visit)

Diversity Monitoring Form

As a public service the Forestry Commission has a duty to ensure access for all and to this end we carry out diversity monitoring to help us gain a better understanding of groups using our services.

To this end we would be grateful if you could help us by completing this form and returning it with your booking form.

The data provided will be used only for monitoring and evaluation purposes and will not identify individuals.

Please ensure you supply sufficient special needs information on the booking form to ensure a safe and enjoyable visit.

Monitoring Criteria	Form	Details	Number of individuals	
			M	F
<i>People with a disability, condition or impairment</i>				
	Physical			
	Visual			
	Hearing			
	Mental			
	Learning			
	Other			

<i>Ethnicity</i>	White		
	Mixed race		
	Asian or British Asian		
	Black or Black British		
	Chinese		
	Any other ethnic background		

<i>English as Second Language</i>	List first language/s of your class/group
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Is your school/group in/from an area identified as deprived using the Indices of Multiple Deprivation (IMD) or Income Deprivation Affecting Children Index (IDACI)	Yes / no
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Thank you for helping to assist us in ensuring our services are accessible to all.

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 Westonbirt. 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 minimum 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.

Westonbirt 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 with each class 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 Westonbirt education team 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. We have Risk Assessments for activities related to all of our programmes. These are available on request.

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 education team, 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 please do contact the education team on 01666 881211.
- Many of the activities take place in small groups - it is very helpful if these working groups can be allocated before arrival.

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. A hat, scarf and gloves in winter are essential.
- Packed lunch and drink
- A list of students for your own use.

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	