

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.

<p>Please return to: <b>Westonbirt, The National Arboretum</b> <b>Tetbury</b> <b>Glos</b> <b>GL8 8QS</b> <b>Tel: 01666 881211</b> <b>Fax: 01666 880559</b></p>	<p><b>General Information:</b> <i>Group type:</i> <input type="checkbox"/>School <input type="checkbox"/>College <input type="checkbox"/>Community <input type="checkbox"/>Other Please specify _____ <i>Type of visit:</i> <input type="checkbox"/>Led <input type="checkbox"/>Self-led <input type="checkbox"/>Outreach (Jan-Mar) <input type="checkbox"/>Other Please specify _____</p>
<p><b>School/Group Details:</b> Name of group: _____ Address: _____ _____ _____ <b>Postcode:</b> _____ Name(s) of Group Leader(s) during visit _____ Telephone: _____ Fax: _____ Email: _____ Mobile: (during visit): _____</p>	<p><b>School type:</b> <input type="checkbox"/>LEA <input type="checkbox"/>Independent <input type="checkbox"/>Special <i><b>NB Non-LEA schools / other groups - please attach a copy of your Public Liability Insurance Certificate</b></i></p> <p><b>Date of visit:</b> _____ (Please call first to confirm availability) Arrival time: _____ Departure time: _____</p> <p><b>Number of participants:</b> Pre-school ____ Reception ____ Y1 ____ Y2 ____ Y3 ____ Y4 ____ Y5 ____ Y6 ____ KS3 ____ KS4 ____ AS/A ____ Other: ____</p> <p><b>No. Adult helpers</b> _____ <b>NB:</b> 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+)</p>

**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:

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> Nut allergies              | <input type="checkbox"/> Autistic / Aspergers | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Visual impairment          | <input type="checkbox"/> Hearing impairment   | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Wheelchair/pushchair users | <input type="checkbox"/> Impaired mobility    | <input type="checkbox"/> ESL      |

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](http://www.forestry.gov.uk/westonbirt-education)) Snack break required

What are your learning objectives for the visit?

What National Curriculum levels are your students working to? \_\_\_\_\_

**Self-guided activities – trails / equipment required:**See web site for further details ([www.forestry.gov.uk/westonbirt-education](http://www.forestry.gov.uk/westonbirt-education)) Growing Green Activity Backpack ..... Please specify which: \_\_\_\_\_ Foundation Activity Backpacks **£20**       Around the World / Passport to the Trees Orienteering                                       Art Activity Trail                                       Art scavenger hunt

Is this your first visit to Westonbirt?      Yes / No

Have you had a led visit before?      Yes / No      Previous programme: \_\_\_\_\_

**Programme charges – Led Visits**

Half-day session (approx. 1 ½ hours) No. of Students      \_\_\_\_\_ £4 per child (£100 min charge per session)

**Admission charges – Self-guided 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 &amp; reception: 1 adult:4 pupils, Years 1-6: 1 adult:5 pupils, Year 7+ 1 adult:10 pupils)

No. of paying adults      \_\_\_\_\_ £6.00 per adult

**Payment**

- All groups will be invoiced following their visit.

**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 &amp; group members will be informed of the above.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_  
Position \_\_\_\_\_ Date \_\_\_\_\_

(Please sign and return pages 1 &amp; 2 to confirm your visit)

## **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	