

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 881 211
Fax: 01666 880559

General Information:
Group type:
 School College Community Other

Please specify _____

LEA (if applicable) _____

Type of visit:
 Led Self-led Outreach (Jan-Mar)

 Other Please specify _____

School/Group Details:

Name of Group: _____

 Name(s) of Group Leader(s)
 (During visit) _____

Telephone: _____

Fax: _____

Email: _____

Mobile: (during visit): _____

School/Group Address:

Postcode: _____

Group type: LEA Independent

 Special Community/Other

NB Non-LEA schools / other groups - please attach a copy of your Public Liability Insurance Certificate

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+)

Date of visit: _____
 (Please call first to confirm availability)

Arrival time: _____

Departure time: _____

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

Programme Required (see booklet provided): _____

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

Full-day Half-day Self-led (see activities below)

What are your learning objectives for the visit?

What National Curriculum levels are your students working to? _____

A CD with pre-visit and post-visit activities will be provided for led programmes

Please tick self-led (independent) activities/equipment required:

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

Numeracy activities Please specify which: _____

Self-guide trails/activities Please specify which: _____

Orienteering

Is this your first visit to Westonbirt? Yes / No

Have you had a led visit before? Yes / No

Previous programme: _____

Programme charges

Full-Day session (approx. 4 hours) No. of Students _____ £5.00 per child (£100.00 min charge)

Half-day session (approx. 2 hours) No. of Students _____ £3.25 per child (£65.00 min charge)

Entrance only (self-led visit) No. of Students _____ £2.00 per child (aged 5-18)

No. of under 5s _____ Free

Mature Students _____ £5.00 per student

No. of fee paying adults _____ £6.00 per adult

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

Outreach (available Jan – Mar only)

£300 per day - this provides 2 members of staff, resources and the outreach programme itself

Payment

- All led groups (including outreach) will be invoiced following their visit.
- Self-led visits must pay on admissions upon arriving at Westonbirt

Cancellation

We reserve the right to alter arrangements to ensure the safety of participants. However, once you make a provisional booking, if you cancel 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 the whole form, we will sign it and send you a copy as confirmation)

Booking confirmation:

Signed _____ Print Name _____

Position _____ Date _____

(On behalf of the Education and Interpretation Manager)

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 881 211.
- Many of the activities take place in small groups - it is very helpful if these working groups can be allocated before arrival.

The Forest Shop – Goody bags

Although we have a Forest Shop at Westonbirt, we often find that there is very little time during the day for students to look around it. To solve this problem we have put together special souvenir goody bags that contain child-friendly items that tie in with many of our educational programmes as well as offering excellent value. Bags cost £3 each with KS1 and KS2 options:

KS1 Bag*

Woodland finger puppet
Spider pencil sharpener
Recycled pencil
Stickers

KS2 Bag*

Trees – A pocket nature book
Recycled pencil
Bird glider

* Items subject to availability

Placing an order

1. Place your order at least one month before the date of your visit
2. Order directly from the Forest Shop on 01666 881208
3. Goody bags must be paid for separately – please bring a cheque made payable to the Forestry Commission
4. Please give the following details: Contact name, school address and phone number, date of visit, number of bags and key stage

Alternatively, you may arrange a time to visit the shop by telephoning the retail team. For the benefit of all visitors and your students, we ask that no more than 10 students are in the shop at **any one time**.

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	