

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.
- In exceptional circumstances, it may be necessary for us to cancel a session. If this situation arises, you will be offered a refund or an alternative date. If you cancel a session, a refund will only be given if you inform us at least one calendar month prior to the visit.
- 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.
- The forest can be very busy during the summer months. It is extremely important that you book your visit well in advance. Bookings can only be confirmed once payment has been received in full.

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).
- Money for souvenirs if required (if site has a shop; check with ranger).
- 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.
- Insect repellent and sunscreen may be advisable at the group leader's discretion.



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	

This form must be returned before your booking can be confirmed. 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
 Other please specify
LEA (if applicable):

Please confirm availability and return to:
 Education Bookings
 Whinlatter Forest Park
 Braithwaite
 Keswick
 CA12 5TW

Tel: 017687 78469 (option 2 - shop services)
 Fax: 017687 78049
www.forestry.gov.uk/northwestengland/whinlatter

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: Whinlatter Forest Park
 Or your own setting:
 Please specify and supply map if not FC site.
 Grid reference of meeting point: NY 208 246
 Date of visit:
 Arrival time:
 Times with ranger:
 Departure time:
 Do you require a classroom? Y N (charges over page)
 Times required

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: dependent on group size. Minimum of two adults. For most ranger-led activities we recommend a ratio of one ranger per group. 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 (see enclosed information):

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

Ranger-Led programmes

Ranger-led programmes include your parking fee. Classroom available at extra cost- see below

- **School groups** (maximum 30 students) £105.00/half day
(recommended times 10.00-12.30 or 1.30-4.00)
..... £200.00/full day

For some activities and with larger groups, or very young children, it is possible to run two 1 ¼ hr sessions instead of the full session. For a more rounded experience and for Key Stage 2 upwards, we advise the full session wherever possible.

- **Post-16 groups** (maximum 30 students) £130.00/half day
.....£250.00/full day

Use of classroom £40.00/half day (up to 4hrs)
..... £80.00/full day

Orienteering DVD presentation £5.00/presentation
(max 30 children)

Parking charges

(For self led visits, payable on day of visit)

- £1.50 up to 1hr
- £3.00 up to 2 hrs
- £5.00 up to 4 hrs
- £6.50 full day
- £9.00 minibus/coach

Self-led visits

- Maps for Rabbit Run and Fox Trot trails 25p
- Maps for Squirrel Scurry trail 50p
- Orienteering maps £2.00
- Guide maps £2.00

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

**Total
£**

Payment

Please tick box:

- Please find enclosed a cheque, payable to the Forestry Commission
- Full payment will be made by credit card, by phoning the Visitor Centre on 017687 78469 (option 2 – shop services) or in person at the Visitor Centre prior to visit
- Please invoice the group (not available to private parties)

Refunds for cancellation will not normally be given but, in exceptional circumstances, claims must be made not less than one calendar month prior to the proposed visit.

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