

Group Details:

Name of Group:	
Address:	
Phone:	
Contact Emails:	
Name of person making the booking:	
Email of finance officer/administrator to send invoice to:	

Visit Details:

Date of Visit:	
Arrival Time:	Departure Time:
Name of Group Leader:	
Mobile number during visit:	
Provisional number in Group:	Age/Year Group:

Do you require a room in the centre? Yes No
This may be subject to an additional charge and availability.

Do you require a full or half day programme?
Groups may choose to do a half days activity and have the remainder of the day for self led activities
(options for self led activity can be discussed as required.)

Full Day led session Half Day led session

Programme Required:

Learning Objectives for the visit:

Please indicate any special requirements we need to accommodate:

Pre Visit Checks

Whether or not this is your first visit, it is recommended that you carry out a pre-visit check, to carry out your own risk assessment and identify the location of facilities. Please get in touch if you require assistance with such a visit.
Please note you are responsible for purchasing a parking ticket to cover any charges for the duration of your visit. These can be purchased from onsite machines. Please tick the box below if you would like the coach parking included on your invoice. You will be given a parking ticket to display on the day.

Other Information

Please tick this box if you would like a copy of our risk assessment.
 Please tick this box if we may take photos of your group for our records and publicity.

Payment

On receipt of a completed booking form a confirmation letter will be sent- usually via email. The confirmation letter secures your visit, any cancelations will be subject to a cancelation fee of 50% of the cost, this acts as your deposit. An invoice will be sent seperately after your visit. There is no charge for accompanying adults.

Roles and Responsibilities during your visit

Group Leader Responsibilities

- The Group Leader must inform the Activity Leader of any special medical needs within the group before, or at the start of the activity session.
- The Group Leader is responsible for medication needed by members of the group eg inhalers.
- The Group Leader must ensure that all the group are dressed appropriately for the visit.
- The Group Leader is responsible for the groups journey to and from site.
- The Activity Leader will carry a basic first aid kit, but the Group Leader Is expected to carry out any first aid needed by members of the group.
- By signing this form non LEA groups/schools are confirming that they have £5 million Public Liability Insurance.

Activity Leader Responsibilities

- The Activity Leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure participant safety.
- The activity Leader will carry out a risk assesment for the site and the activity.
- The Activity Leader will carry a basic first aid kit, but the Group Leader is responsible to carry out any first aid needed by members of the Group.

What to bring/wear

Suitable clothing, including warm waterproof coat with hood. Please wear long trousers and long sleeves even in warm weather (due to brambles/nettles and the potential for ticks. Stout shoes or wellingtons with two pairs of socks. A hat, scarf and gloves are essential in the winter. Please note our sessions are based outside so old clothes that don't matter to get muddy or dirty. That allow the children to sit or kneel on the forest floor. The use of sun cream and insect repellent in the summer is advisable in line with your own policies and procedures.

Evaluation

Our aim is to provide a relevant and excellent service. To assist this we ask you to complete an evaluation form. A form is given at the end of your visit or you are able to obtain a form from our website. www.abreathoffreshair.education/schools

Confirmation

I have read and understood the notes above and will ensure that my group complies with the coditions.

Signed..... Position:.....

Print name:..... Date:.....

Please send completed forms to a.breathoffreshair@yahoo.com or post to:

1 Church Street, Tenbury Wells, Worcestershire, WR15 8BP.

If you have any questions please contact via email or call 07970972271.

The site address for travel arrangements is:

Wyre Forest Visitor Centre, Callow Hill, Nr. Bewdley, DY14 9QX