

BOOKING FORM

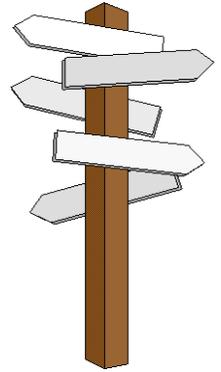


Droxford Road, East Meon,
Petersfield,
Hampshire GU32 1HR.
Phone 01730 823166
Fax 01730 823168
education@sustainability-centre.org
www.sustainability-centre.org

A provisional booking has been made, which will be confirmed when this completed form is returned to Earthworks Foundation Ltd. An invoice will be issued after the visit has taken place. In the event of cancellation within a month period of the booking the Sustainability Centre will charge the full day rate for that trip.

How you heard about us	Name of School or Group			
Day & Date of Visit	Arrival Time	Departure Time		
Address	Contact Name	No. in Group		Other Age
		Age	Children	
	Telephone Number	Yr 1/2		Yr 6
		Yr 3		Yr 7
	Email	Yr 4		Yr 8
		Yr 5		Yr 9
		Bringing a Packed Lunch		
	Mobile	Yes		No
	Number of Accompanying Adults			
School Topic / Programme / Learning Outcomes	<u>Office Use</u> Date of pre-visit	<u>Office Use</u> Date Entered in Diaries		
	Comments:	<u>Office Use</u> Events Diary Pack and forms sent Conference Room Downstairs foyer Woodland Classroom Google Diary Staff Booked Booked by		
	INVOICE Fee per child inc VAT			
	£ Number of pupils			
	TOTAL COST £			
<p>Please let us know if you have made provision for any additional needs or support requirements. We recommend you book a pre-visit if you are unfamiliar with the our site. <input type="checkbox"/><input type="checkbox"/>Tick Have you read the Site Rules and Responsibility for Behaviour Management sheets ? If so please return both signed acknowledgement slips with this form <input type="checkbox"/><input type="checkbox"/>Tick The Sustainability Centre reserves the right to exchange or substitute a programme.</p>				
Sign Above		Date of signature		
We look forward to welcoming you soon. Group Leaders please report to the Centre reception on arrival.				

DIRECTIONS TO THE SUSTAINABILITY CENTRE GRID REFERENCE; SU6718



FROM THE A3 and A3M

From the A3 take the Clanfield turn off (South of Petersfield and the Queen Elizabeth Country Park, north of Waterlooville and Horndean) Follow the signs for Clanfield for approx 1.5 miles and take a right hand turn into East Meon Road. (If you pass the row of shops on the left you have gone too far). Follow this road for 1.6 miles to the top of the hill. Turn left (sign posted to Droxford). The road bends to the right passing a grassy triangle and climbs for a further 1/3 of a mile. We are on the left hand side

FROM THE M3

Take the Winchester turn off (Junction 9) and follow the signs for A272. Follow the A272 through Bramdean until it comes to the A32 at the West Meon Hut. Turn right here onto the A32 in the direction of West Meon and Droxford. You will climb and then drop down to the village of West Meon. Continue on for a further mile and enter the village of Warnford.

In Warnford turn left opposite the George and Falcon (sign posted to Clanfield). This is a single track lane and climbs up hill for the first 2 miles. Follow this road for approx 4miles (going past Old Winchester Hill). Ignore all other lanes and signs for East Meon. We are on the right hand side. This single track lane is not recommended for coaches.

FROM SOUTHAMPTON

Drive to Wickham* either via Botley or along the M27. Then follow the A32 northbound. Go through Droxford, over the Corhampton roundabout and on to the village of Warnford. In Warnford turn right opposite the George and Falcon (signposted to Clanfield). This is a single track lane which climbs steeply for the first 2 miles. Follow this road for approx 4 miles (going past Old Winchester Hill). Ignore all other lanes and signs for East Meon.

We are on the right hand side.

This single track lane is not recommended for coaches.

* If you feel confident it is quicker to go via Bishops Waltham instead of Wickham. This would cut through the A32 at Corhampton.

YOUR VISIT TO THE SUSTAINABILITY CENTRE



The Centre lies on the South Downs on a windy and exposed slope in an area of outstanding natural beauty. Classroom facilities and an eating area are available for the use of school parties during wet weather but it is expected that on most visits at least some of the time will be spent out of doors. For this reason we strongly advise that individuals are well equipped with the following:

- Good, strong sensible footwear and in wet weather Wellingtons or similar
- Waterproof jacket and in really wet weather waterproof trousers
- Warm sensible clothing for exploring the site in, or in summer layers of sensible clothing that may be adjusted to allow for strong breezes or showers.
- It is particularly important to cover up well as a protection against ticks and as a precaution against the unlikely event of a snake bite.
- Please ensure that individuals have their own sun block applied on bright days.
- Every pupil should have a water bottle that can be refilled

In addition to the above we suggest that individuals bring a packed lunch if the visit is planned close to a lunch break and we recommend that pupils bring a break time snack as well and plenty of drinks (or a refillable water bottle as above). Accompanying adults may want to bring a HOT DRINKS FLASK for the day.

There will be no need for pupils to bring any notebooks or pens with them, as we will provide any necessary materials.

- **Arrival procedure**
On arrival the group leader should bring the party from the appropriate parking area to the foyer and reception of the main building where the education leader will be waiting.
- **Supervision and pupil/leader ratios**
The teacher/ group leader is responsible for the discipline and overall control of the group at all times, and for ensuring that all helpers are briefed on their responsibilities during the activities.
Please follow the guidelines on pupil/ leader ratios as specified by your LEA
- **First aid**
A member of staff with a first aid qualification will be available by mobile phone and in case of an accident the education leader will report immediately to the Centre.
- **Medical conditions/special needs**
Please ensure that all leaders are aware of the requirements of any pupils with a medical condition or special needs.
- **Infectious diseases/ dangerous plants/ animals**
Care needs to be taken if handling certain plants, materials or animals. The Education Officer has more detailed information if required.
- **Lunch boxes and general belongings**
Lunch boxes and belongings can be left at the owner's risk at the centre.

HEALTH, SAFETY AND BOOKINGS PROCEDURES



Each of the venues will have their own site specific guidance for visits and these will be presented to teachers via the Sustainability Centre when you book onto the South Downs Experience.

Guidance on what to bring to the Lodge and what to wear for outdoor ventures will all be detailed. You will also receive information on health and safety procedures during your visit to the Sustainability Centre's hostel.

A pre visit to the Sustainability Centre is essential to appreciate the nature of the experience and to familiarise teachers with the environment in which the residential will take place.

Pre visits can also be made to each of the individual venues by appointment with the Education Officer for each site.

The Education Officer for the Sustainability Centre is familiar with the farms included in the programme and we are happy to recommend them. A separate pre visit to the farms should be arranged where advice will be given on health and safety for this trip. Hand washing facilities will be provided after the visit at the Lodge at the Sustainability Centre site. You will need to declare the Lower Farm, Hyden Farm and Butser Ancient Farm visits separately on your evolve forms (or other local authority approved software).

We ask you to follow the County guidelines on off-site activities and educational visits and remind you that you are responsible for your pupils' behavior at all times.

We will provide a range of educational activities and venues and undertake to make your stay in the Lodge and throughout the residential as safe and enjoyable as we can.

THE SUSTAINABILITY CENTRE RESPONSIBILTIES FOR BEHAVIOUR MANAGEMENT



Please read the following guidelines and then sign the agreement. This agreement must be returned before your visit.

We are aware that any trip away from school or home has its risks and that any risks can be aggravated by unreasonable behaviour. We are confident that adherence to the following guidelines will help make your visit safe, interesting and enjoyable.

Remember we will;

1. Provide a stimulating environment for the activities we provide
2. Provide a range of educational and enjoyable activities and provide a programme for your visit.
3. Provide as much information as we can to make your visit as safe and trouble free as we can.

However, you are responsible for:

1. Your children/ young peoples' behaviour at all times.
2. Supervising your children/ young people during breaks and at lunch time and toilet times.
3. Organising your adult helpers who will be expected to stay with the group throughout the day.
4. Ensuring that your children/ young people all wash their hands before eating lunch.
5. Reading and sharing with your group and adult helpers the sheet Site rules for school, college and other group visits that should be part of your pre-visit pack.
6. Requesting that the children/ young people wear suitable clothing for the visit.

Please also note that this site has public access and you will need to consider this when planning supervision

**I have read and accept
THE SUSTAINABILITY CENTRE RESPONSIBILTIES FOR BEHAVIOUR MANAGEMENT**

Signed.....Date.....

Establishment.....

Please return to

**The Education Officer, The Sustainability Centre, Droxford Road, East Meon, Petersfield. Hants.
GU32 1HR.**

MEDICAL FORM



Group Name _____

Please give details about the following. If there are no issues that we need to be aware of please write NONE in the box

	Name of pupil/s and details.
Special needs e.g physical disability, autism, visually impaired, ADHD	
Language e.g. sign language or if English is not the pupil's first language.	
Dietary requirements e.g no dairy, wheat intolerance, no sugar.	
Food allergies e.g. nut allergies	
Medications.	
Other allergies e.g wasp stings, hay fever	

Signature of the class teacher leading the trip

Signature of the Sustainability Centre Education Co-ordinator

A copy of this form will be returned to the school.

SITE RULES FOR SCHOOL, COLLEGE AND OTHER GROUP VISITS



Please note that the separate acknowledgement slip printed in matching colour to this sheet **MUST** be completed and returned with your booking form. Also ensure that you and your party are familiar with these Centre rules before your visit.

We hope that you will understand that the following conditions under which groups are admitted to the Centre are there to ensure the health and safety of all visitors and the smooth running of our service to you.

VEHICLES

Coaches will be directed to park in the official coach bay but all other vehicles must park at the top of the site in the general visitor's car park. No vehicle other than coaches may be brought down past the reception area without prior consent.

SUPERVISION

Immediate supervision

i.e. every child must be in sight of an adult leader at all times) is required for children under the age of 14. (Education authority guidelines for off-site venues stipulate this and recommend a ratio of 1:8, with a minimum of two adults accompanying every primary aged party).

Loco parentis remains with the accompanying group leaders/teachers throughout the visit.

Running is not allowed unless it is part of a supervised activity.

The ground is uneven and may be slippery in places. Strict supervision is required around the area of the ponds.

Logs and Log stacks

Logs can be slippery and when stacked are dangerous. Supervision during break periods keeping individuals away from the hazard is essential. Children should be directed away from the logs.

HYGIENE

All participants in education sessions, which involve contact with animals or plant material, should wash their hands after contact. Washing facilities will be provided in the main building.

Dogs are permitted on site and we ask you to help us to be vigilant so that we can ensure dog mess is spotted and cleared up.

Female leaders must be aware of the connection between a disease found in sheep and premature abortion in humans. (For farm visits only).

FIRE INSTRUCTIONS

In the event of fire your Sustainability Centre Education Officer will direct you and your party to follow them to the appropriate assembly point to await further instructions.

ADDITIONAL CHILDREN

The Sustainability Centre requests that children who are not compatible with the ages of class members do not sit in on education sessions.

Experience has taught us that this is disruptive and adversely affects the group experience of their visit.

SNAKES

There are Adders on the site though it is most unlikely that they will be encountered as they are shy creatures. In the event of a snake being found children should be advised to leave it alone both for their own safety and the wellbeing of the snake. Attention to appropriate clothing and footwear is advised.

SITE RULES FOR SCHOOL, COLLEGE AND OTHER GROUP VISITS



Please complete this slip and return it with your booking form to:-

The Education Officer, The Sustainability Centre, Droxford Road
East Meon, Petersfield. Hants. GU32 1HR.

Sustainability Centre Rules for School, College and other group visits Sheet

I have read and understood this document and informed all other adult leaders.

Signed.....School.....

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

SCHOOL BOOKINGS AND FUNERALS AT THE SUSTAINABILITY CENTRE



The Centre is involved in delivering a number of eco-friendly services to the public all of which are in keeping with the ethos of our project and contribute to the financial stability of the Centre. Green burials are a regular feature of the Sustainability Centre site and when booking a school visit teachers should be aware that pupils may see a funeral in progress.

What will this involve?

The class will have its own classroom/s and toilet facilities and when working out of doors may see the hearse arrive and see the mourners and the flower decorated coffin outside the Centre. The coffin will then progress down the path with the mourners and out of site into the woodland. The mourners may be seen returning from the woodland. Typically this is a peaceful ceremony with minimum disruption to the school's visit. It can also normally be arranged to suit a time at which the class are indoors although this is not always possible.

We feel that, while this may bring up questions from the pupils, the experience should not be more affecting than a ceremony outside the local church.

If you would like to talk about how this may affect your visit please call the Education Officer 01730 823166



VISIT THE SHOP

We have a small shop at the Centre selling Postcards, recycled vending cup pencils and handcrafted pendants and we are hoping to expand this service if it becomes popular.

If your school would like to visit the shop we advise that pupils bring change to purchase small items up to a maximum of £5 each or that the school keeps a record of the class spending and sorts out the individual change back at school.

Please let the Education team know in advance if you would like to bring your class into the shop.



SCHOOLS VISIT EVALUATION SHEET



To help us improve our Education Service please fill in this form and return it to us at the address at the base of this page. Alternatively hand it in at reception before you leave. It is very helpful to us to know how you feel about your visit and we are grateful for your time if you chose to assist us.

1. How would you rate the pre-visit information?

Very good	Good	Satisfactory	Disappointing	Poor
.....

2. Was the programme suitable for your learners? Yes No

3. Was the content:

Very good	Good	Satisfactory	Disappointing	Poor
.....

4. Who was your leader for the guided activities?

5. How would you rate the leader's rapport with the group?

Very good	Good	Satisfactory	Disappointing	Poor
.....

5. Were the activities pitched at the right level?

6. Was your visit value for money?

7. What were you hoping to gain from the visit?

8. Were your objectives met?

9. Please comment on the educational value of your visit (continue overleaf if necessary)

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