



Droxford Road, East Meon,
Petersfield,
Hampshire GU32 1HR
Phone 01730 823166
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.

Day & Date of Visit	Name of School or Group					
Arrival Time	Departure Time		How did you hear about us?			
Full School Address	Contact Name		Number in Group		Other Age	
			Age	Children		
	School Telephone Number		Yr 1/2		Yr 6	
			Yr 3		Yr 7	
	School Teacher Email		Yr 4		Yr 8	
			Yr 5		Yr 9	
	Bringing a Packed Lunch					
*No personal email /mobiles	School Office email		Yes		No	
Number of Accompanying Adults						
School Topic / Programme / Learning Outcomes	<i>Office Use</i> Date of pre-visit		<i>Office Use</i> Date Entered in Diaries			
	Comments:		<i>Education Master Diary Booking Form and Pack sent to school Green Room Downstairs Foyer Woodland Classroom Google Diary Staff Booked Programme Booked by Invoiced Evaluation Form Sent Returned End of Day Review</i>			
	<i>INVOICE</i> Fee per child inc VAT £ Number of pupils					
Purchase Order number (if applicable):	TOTAL COST £					

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 our site. The Sustainability Centre reserves the right to exchange or substitute a programme.

Have you read, signed and returned the Behaviour Management Form with this form? Tick
 Have you read, signed and returned the Site Rules Form with this form? Tick

Sign Above: _____ Date of signature: _____

We look forward to welcoming you soon. Leaders please report to the Centre reception on arrival

The Sustainability Centre Responsibilities 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 Responsibilities for Behaviour Management'

Signed:

Establishment:

Date:

Please complete and return with your booking form to: The Education Officer, The Sustainability Centre, Droxford Road, East Meon, Petersfield, Hampshire GU32 1HR or email: education@sustainability-centre.org

The Sustainability Centre Site Rules for School, Colleges and other group visits

Please note that the acknowledgement at the bottom of 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 the top of the site in the general visitor's car park near Wetherdown Lodge. No vehicle may be driven past the main reception 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. Please follow the Local Education Authority guidelines for ratios of adults to children on off-site visits and overnight trips. *Loco in parentis* remains with the accompanying group leaders / teachers throughout the visit. Please respect our neighbours during your visit and do not make excessive noise that might disturb them. **Running is not allowed unless it is part of a supervised activity.**

Strict supervision is required around the area of the ponds. 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.

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 effects 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.

I have read and accept 'The Sustainability Centre Site Rules for Schools, Colleges and other group visits' and informed all other adult leaders

Signed:

Establishment:

Date:

Please complete and return it with your booking form to: The Education Officer, The Sustainability Centre, Droxford Road East Meon, Petersfield. Hampshire GU32 1HR or email: education@sustainability-centre.org