



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

Please telephone to discuss availability. A provisional booking will be made, which will be confirmed in writing after which you will receive a Residential Pack to help you prepare for your visit. **A non refundable 25% deposit will be taken and an invoice will then be issued by Earthworks Foundation for the balance after the visit has taken place. If the booking is cancelled within 6 months of the booked visit the full amount will be charged.**

Earthworks Foundation Ltd is a subsidiary company of Earthworks Trust Ltd, registered charity 1079866

The Southdowns Experience Residential for Eco - explorers		Name of School or Group		
Date of Visit Arrival Time		Date of departure Departure Time		
Please complete with full school address: *no personal emails / mobiles	Contact Name	No.in Group		Age
		Adults	Children	
	*School Tel. no.			
	*School Teacher Email	Please circle: 2day 3day 4day 5day		
	*School's office Email	Farm visit		
	Required Pre-visit Date:	Nightwalk Storyteller Campfire		
SC office use: Lodge booked Café booked Google Diary	SC Office Use: Notes on the Programme	SC Office Use: Notes on pupils		
Office Use: Residential pack sent Date	TOTAL COST £	SC Office Use: Notes on the rooms and Staffing		
Office Use: Deposit invoice sent: Deposit received: Invoice sent:				
With this booking form you will also receive Site Rules for Visits. Behaviour Management sheets, a Medical form, Evening meal and Lunch forms, Bed plans and shop visit form. Please fill in the relevant sections and return the forms to the Sustainability Centre no later than two weeks before your visit.				

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.....**Date**.....

Establishment.....

Please return to

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

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.

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.

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 education@sustainability-centre.org.

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

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

Check List and Signatures

Please tick to show that you have read the following guidelines and filled out the appropriate forms:

Booking Form	
Medical Form	
Bedroom plan	
Evening meal Menu	
Lunch Menu	
Rules for visits	
Responsibilities for behaviour management	
Shop Visit Required YES <input type="checkbox"/> NO <input type="checkbox"/>	

I have read and understood the guideline documents, informed all other adult leaders and filled out the necessary forms:

Signed.....

(Please use electronic signature if you can, or sign and email or post to Education

Officer at The Sustainability Centre)

School.....

Print Name.....

Date

Name of School or Group _____

Please complete this form for our information and to give your group the best stay possible. If there are no issues that we need to be aware of please write NONE in the box.

	First 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. (Upon arrival)

Ground Floor Rooms

Room 5 (Small Double bed and single bunk)
1.
2.
adjoining rooms but lockable door
Room 4 (Bunk)
1.
2.

Room 2 (Bunk & Single)
1.
2.
3.

Room 3 (2 Singles)
1.
2.

Room 1 (Bunk & Single)
1.
2.
3.

Staff (Lead): _____

Staff: _____

Staff: _____

Staff: _____

Total No of Pupils: _____

First Floor Rooms

Room 7 (2 singles)
1.
2.

Room 8 (Bunk & Single)
1.
2.
3.

Room 9 (Bunk & Single)
1.
2.
3.

Room 10 (Bunk & Single)
1.
2.
3.

Room 11 (Bunk & Single)
1.
2.
3.

_____ **Middle Door In Corridor** _____

Room 12 (Bunk & Single)
1.
2.
3.

Room 13 (Bunk & Single)
1.
2.
3.

Room 14 (Bunk & Single)
1.
2.
3.

Room 15 (Bunk & Single)
1.
2.
3.

Menu for School Residentials

All of the food is home cooked by our on-site Beech Café.

Please make the following choices and send this back to us at **least 2 weeks before** your visit.

Food Allergies can be catered for. Make sure to add these to the medical form.

Monday Evening:

Main Meal: Meat Lasagne served with garlic bread and salad
Vegetable Lasagne (v) served with garlic bread and salad

Dessert: Banana & chocolate chip cake

Tuesday Evening:

Main Meal: Baked Potatoes with a Choice of Filling:

Meat Chilli

Baked Beans (v)

Served with grated cheese and salad

Dessert: Chocolate Cake

Wednesday Evening:

Main Meal: Home Made Margherita Pizza served (v) with chips and salad

Dessert: Carrot Cake

Thursday Evening:

Main Meal: Cottage Pie served with steamed carrots, peas and broccoli

Cheesy Potato Bake (v) served with carrots, peas and broccoli

Dessert: An Assortment of Ice Creams

There will also be fruit available at all mealtimes.

Please enter the total number of children and adults for each option.

(v) Vegetarian.

Lunches for School Residential

School name _____

Visit dates _____

Please tick this box if you are bringing your own lunches with you on the first day

Sandwich options: Total number (including adults) Extra sandwich only
(additional charge)

Cheese	Brown	_____	_____
	White	_____	_____
Cheese and Tom	Brown	_____	_____
	White	_____	_____
Ham	Brown	_____	_____
	White	_____	_____
Ham and Tomato	Brown	_____	_____
	White	_____	_____
Tuna & Mayonnaise	Brown	_____	_____
	White	_____	_____

Other comments:

Lunch includes one sandwich, crisps, flapjack, juice and is the same each day of your visit.

Office use only:	Monday	Tuesday	Wednesday	Thursday	Friday
Served on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bag and Juice to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready by 9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready by 12noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra lunch this day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cb/Cw/CTb/CTw					
Hb/Hw/HTb/HTw/Tunab/Tunaw					