

## Gardens' Education Booking Form for Non-Birmingham Local Authority Schools (Academic Year 2013/2014)

After you have telephoned us on **0121 450 5093** to book a visit date in our diary, you should then complete this form and post, email or fax it back to us immediately. All educational groups **must** pre-book during term-time to keep within our permitted allowance of the number of pupils on site, even if you are completely self-led.

Date of visit: _____	Year group: _____
Arrival time: _____	No of pupils: _____ (max 60)
Departure time: _____	No of adults: _____

School name and address: \_\_\_\_\_  
\_\_\_\_\_

School telephone: \_\_\_\_\_

Contact teacher: \_\_\_\_\_

Email: \_\_\_\_\_

Mode of transport: \_\_\_\_\_ (please see website for coach instructions)

**CANCELLATION POLICY:** This booking form provides a binding contract between you and the Gardens. By completing this form, you agree that if you cancel the booking within 4 weeks of the visit, no matter what the reason is, that the full charge will be made.

Are you going to be self-led all day? (£5 per pupil/£1.50 per adult) YES      NO

**Or** would you like an hour's teaching session per class at extra cost? YES      NO  
(£6 per pupil/£1.50 per adult. Minimum charge for groups of less than 20 pupils is £120 plus £1.50 per adult)

Which teaching session would you like? (please put down the session title - see website for details)

How does it link to your topic work? \_\_\_\_\_

What is the brief plan for your day? (Please remember to download and bring worksheets/support materials from our website as they are **not** provided on your visit)

### **Health & Safety**

Please list any special medical, behavioural or physical conditions we need to be aware of (including nut or plant allergies): \_\_\_\_\_

Is your group able to manage a spiral staircase to access lunch facilities? YES      NO

Who is your named first aider for the duration of your visit? \_\_\_\_\_

Please tick to say that you have read and understood the on-line education risk assessment and have briefed your pupils:

If we can get a volunteer to generally assist you on the day, would you like one? YES      NO