Education Booking Form



After you have reserved a visit date in our diary (please telephone or e-mail us to do this), this date will be held for you for one week. To confirm your visit date, please complete this booking form and return it to us by post, email or fax, to reach us within a week of your provisional booking. (If we do not receive your completed booking form within this week, the date will become available for others to book.)

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 self-guided.

Year group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of pupils: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival time (from 10am): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact/lead teacher name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/lead teacher mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*visit confirmation will be sent to this address (please check spam folder)

Mode of transport\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*please see website for coach instructions. **All** cars/minibuses staying longer than an hour **must** register for free parking at reception.

**Health and Safety**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any pupils or adults unable to climb a spiral staircase? **Yes No**

How many classes does this apply to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the named First Aider for the duration of your visit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick to say that you have read and understood the Education Risk Assessment (on-line) and have briefed your pupils:

**PTO**

Please confirm your preference:

Teaching session (with Gardens entry) **Yes**

**or**

Self-guided Gardens entry **Yes**

Finance e-mail\*: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*for any invoice to be sent to

Would you like a Gardens `goody bag` for each pupil? **Yes** £\_\_\_\_\_ (value each) **No**

 y

Which teaching session would you like (if applicable)? (please see website for details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What school topic does your visit support and what have you covered in this so far?

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Is there anything in particular that you would like or not like to be covered in the teaching session? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is the brief plan for your self-guided time? (please remember to download and bring worksheets/support materials from our website as they are **not** provided on your visit.)

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Would you like to borrow maps to use for the orienteering trail? **Yes No**

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

Please tick to say that you have read and understood our Terms and Conditions (on-line) and Cancellation Policy:

Education, Birmingham Botanical Gardens, Westbourne Road, Edgbaston, Birmingham. B15 3TR

Tel: 0121 450 5093 Fax: 0121 454 4048

E-mail: Education@birminghambotanicalgardens.org.uk