

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.

Date of visit: _____	Year group: _____
Arrival time (from 10am): _____	No. of pupils: _____
Departure time: _____	No. of adults: _____

School name and address: _____

School telephone: _____

Contact/lead teacher: _____

E-mail*: _____

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

Mode of transport*: _____

*please see website for coach instructions. **All** vehicles 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 on-line Education Risk Assessment and have briefed your pupils:

Please confirm your preference:

Teaching session* (maximum one teaching session per group of 30 pupils) **Yes**
*cost: £7.20 per pupil / £1.80 per adult (minimum charge
for groups of less than 20 pupils is £144, plus £1.80 per adult.)

or
Self-guided all day* **Yes**
*cost: £6.00 per pupil / £1.80 per adult

Finance e-mail*: _____
*for any invoice to be sent to

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

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

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

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

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.)

Do you want to borrow orienteering maps? **Yes** **No**

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E-mail: Education@birminghambotanicalgardens.org.uk

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.