



INFORMATION ON EDUCATIONAL VISITS TO ASHDOWN FOREST

THE CONSERVATORS OF ASHDOWN FOREST
ASHDOWN FOREST CENTRE
WYCH CROSS,
FOREST ROW, RH18 5JP.

Tel: 01342 823583
Bookings: education@ashdownforest.org
Web site: www.ashdownforest.org
Office hours: 9.00 to 16.30 Monday to Friday

EDUCATIONAL VISIT BOOKING FORM

| | | |
|--|--|-------------|
| Name of Teacher/Leader: | | |
| Name of School/Organisation: | | |
| School Address: | | |
| Telephone no. (and when to ring): | | E-mail: |
| Name of Teacher(s) accompanying class(es): | | |
| Number of children (maximum 35 per group and only two groups per day): | | Year group: |
| Date for visit: | | |

For non-funded visits please provide a purchase order number if this is required by your school:

We are able to offer a 25% travel bursary for schools within 15 miles of Ashdown Forest. If your school is eligible and would like to claim please provide a quote for the full cost of your coach below.

£

The bursary will be paid to the school **following the visit on receipt of the coach company invoice**. The invoice must show that the full cost has been paid and the school will need to provide banks details to allow electronic payment. The travel bursary must be claimed within 30 days of the visit.



| Sessions are available Monday to Friday and usually run between 10.00 and 14.30. Sessions are led by one or two staff depending on the size of the group. | Price |
|---|---|
| <p>Through funding from Natural England, we are able to offer up to 25 free educational visits per year. Once these funded visits have been taken the following prices apply.</p> <ul style="list-style-type: none">• Whole day led session (max 35 children) with one Ashdown Forest Leader and use of Education Barn - 10.00 to 2.30• Whole day led session for 2 classes (max 60 children) with one Ashdown Forest Leader per class and use of Education Barn 10.00 - 2.30• School led sessions with use of Education Barn – 10.30 to 14.30• Self-lead sessions on the Ashdown Forest with no indoor facilities (Please inform education@ashdownforest.org when and where you will be on the Forest and provide a copy of your risk assessment and insurance) | <p>£185.00</p> <p>£370.00</p> <p>£90.00</p> <p>Free</p> |
| <p>Does your group have children with special needs (<i>e.g. asthma, allergies, diabetes, general behaviour or mobility problems</i>)? Please specify, and if a risk assessment for the child/children on this trip has been produced, please bring a copy.</p> | |
| <p>What is the topic for your visit? If you require a particular activity, please specify.</p> <p>What would you like the children to gain from their visit?</p> | |

I HAVE READ THE RISK ASSESSMENT AND IMPORTANT INFORMATION FOR YOUR VISIT SHEET AND AGREE TO ALL THE REQUIREMENTS STATED THEREIN.

PLEASE SIGN NAME:

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PLEASE PRINT NAME:

.....

DATE:

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The completed booking form should be sent to: education@ashdownforest.org



WHAT HAPPENS NEXT: Once the booking is confirmed you will be sent an invoice which must be paid BEFORE the visit.

WHAT IS ON SITE: The Forest Centre provides an excellent base for your visit. The Education Barn (W3W: hopping.fairy.outfitter) is somewhere to store your things, a place to work and eat lunch, if it is too wet or cold outside. There are toilets (including an accessible toilet) and hand washing facilities adjacent to the barn.

WHAT TO WEAR: Please come dressed appropriately for the weather on the day in clothes you don't mind getting dirty. Children and staff need to wear closed toe shoes/boots and long trousers whatever the time of year.

LITTER: Please brief the children before the visit about recycling their lunch litter when they get home. There are no litter bins on the Ashdown Forest, we do not have facilities to collect waste from children's lunch boxes, except fruit and vegetables for composting.

COACH PARKING: Minibus parking is available at the Forest Centre car park. Coaches **must** use **BROADSTONE car park (W3W holiday.beep.ambitions)**, the Forest Centre is a short walk away. Coaches must not pull into the Forest Centre yard as this is used by heavy machinery and is unsafe for members of the public.

PARKING: Parking charges apply to all car parks in Ashdown Forest. To be entitled to free parking staff and parent helpers will need to provide details of their number plates (by emailing education@ashdownforest.org). If parents are dropping children on site, there is 15 minutes free parking.

INSURANCE: Education staff and The Conservators of Ashdown Forest have their own public liability insurances. Schools should ensure they have their own appropriate insurance for their pupils/children when engaged in activities on the Forest. Staff in charge of the educational parties are fully responsible for the conduct of all members of their party during the visit.

FIRST AID: School staff are also responsible for First Aid whilst on the Forest. Ashdown Forest Education staff are trained in First Aid as a back up.