**\* Please complete all sections and return to education@creeksidecentre.org.uk \***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VISIT INFORMATION** | | | | | | | | | |
| **Preferred month of visit:**  **Preferred day of visit** | | | | May April Option 3  Tuesday Option 2 Option 3 | **Topic:** | Select | | | |
| **School/college:** | | Add here | | | | Pupils receiving  Pupil Premium | | | Choose |
| Address: | Add here | | | | | | Phone: | Add here | |
| Finance Contact Name: | | | Add here | | | | | | |
| Finance Email: | | | Add here | | | | | | |

**ABOUT THE VISITING CLASS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Group Leader Email: | | Add here | | | | | | |
| Group Leader Name | | Add here | | | | Mobile (day of visit contact): | | Add here |
| Year group: | Add | | Number of pupils: | Add | Number of adults: | | Add | *minimum ratios:*  *1:6 under 8’s, 1:10 over 8’s* |
| Name of group first aider: | | | Add here | | | | | |

**ACCESSIBILITY, SEND & MEDICAL CONDITIONS**

|  |
| --- |
| Please list any relevant information about the visiting group:  Add details here  Outline any adjustments that we can make to our communication, space, tasks or equipment:  Add details here  *Visiting staff are responsible for carrying and administering medication* |

**TIME AND LOCATION OF VISIT (KS2 visits are 10.00-14.15 except with agreement from CET)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time: | Select | | Other time, please specify | Add here to enter time |
| Location: | Select | | Other location, please specify | Add here to enter location |
| How will you travel to Creekside? | | Choose an item. | | |

**LEARNING OBJECTIVES –** Please see our [website](https://www.creeksidecentre.org.uk/education/) for an outline of the curriculum links for each session. This information will help us emphasise key points and personalise the session where possible:

|  |  |
| --- | --- |
| Learning objectives for your visit: | Add here |
| Pre-visit learning: | Add here |

**PHOTOGRAPHY PERMISSION –** *At Creekside Discovery Centre we take photographs of our activities for media, marketing and promotional use. Photographs are used on our website, social media and marketing materials. They may also appear on websites and social media platforms other than our own.*

|  |  |
| --- | --- |
| **Can we take photographs of your class?** | **Select** |

**MONITORING –** Our funders request the collection of monitoring information. Please complete the following details on behalf of your group so we can compile statistics on our visitor profile. All information will be reported anonymously.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How did you hear about us? | | Select | | | |
| SEND | Number of learners who have a disability | | Learning Add | Sensory Add | Physical Add |
| EAL | Number of learners with EAL | | Add here | | |

**Booking Conditions:**

|  |
| --- |
| **PAYMENT** – Please note, payment to be received within 30 days of booking or four full weeks prior to the activity, whichever is earlier. Late payment will incur a £50 penalty. For bookings made within four weeks of the visit date payment should be made as soon as possible and before the date of the visit. Your booking will not be considered complete until receipt of payment.  *As a small charity revenue from education visits is crucial for our work. Late cancellations and postponements usually come at a net loss of income, which is very difficult to recoup. We highly value our school and university visitors and the long-term relationships we have formed over the years****. You will always be able to speak to a member of staff at CET about any issues relating to your visit.*** *Bookings are subject to the following terms and conditions:*  **CANCELLATION** – You will not be charged for the visit if you cancel six full weeks or more in advance of the visit date. If you cancel or reschedule after this time you will incur additional costs or may be liable for the full fee.  **SEVERE WEATHER** – CET staff will assess if it is safe to carry out the planned activities. If it is deemed unsafe the activities will be adjusted or alternative activities may be delivered on the day.  **EXTREME WEATHER POSTPONEMENT** – In extreme circumstances beyond our control it may be necessary to postpone a visit due to safety concerns. Each instance will be dealt with on a case-by-case basis. A selection of alternative dates will be offered to reschedule the visit as soon as possible. We can only offer a select number of dates for rescheduled visits. It is the school’s responsibility to confirm the new date within 1 week of dates being offered. If a suitable date cannot be agreed the booking can be rescheduled for the same month as the original booking in the next academic year. We are unable to offer refunds for extreme weather postponements.  **UNFORESEEN CIRCUMSTANCES POSTPONEMENT** – We understand that situations may arise through no fault of the booker or CET, which may require a visit to be rescheduled. These situations will be treated on a case-by-case basis, and we aim to come to a mutually agreeable solution. As above, a selection of dates will be offered and it is the school's responsibility to select a new date and reply within 1 week.  **RISK ASSESSMENTS AND POLICIES** – If you would like to arrange a pre-visit to carry out a risk assessment please contact us in advance to organise. If you would like a copy of our risk assessment or to view our safeguarding or other policies [click here.](https://www.creeksidecentre.org.uk/about/safeguarding/) |