



SCHOOL VISIT BOOKING FORM

School

Lead Teacher

School Address.....

Telephone Email.....

Date of Visit Time of arrival.....

Departure

No. Pupils

Year group (s) / Age of pupils.....

No. School Teaching staff..... No. Parents/ helpers.....

Transport Arrangements.....

Please select the workshop package that you would like for your visit:

KS1.	<input type="checkbox"/>
Garden Tour	
Oliver's Vegetables	
Bugs and Beasties	

KS2.	<input type="checkbox"/>
Meet the Herbs	
Hands on Past	
Kitchen Garden Tour	

KS1.	<input type="checkbox"/>
Hall Tour	
Oliver's Vegetables	
Bugs and Beasties	

KS2.	<input type="checkbox"/>
Hall Tour	
Nature Trail	
Tapestries	

PLEASE READ AND SIGN THE FOLLOWING TERMS & CONDITIONS

I agree that the adult: child ratio circled below will be adhered to
(Doddington Hall staff can not be counted)

Year Group	Ratio	Others, e.g., special needs	
Y1-3	1: 6		
Y4-6	1: 10		

I understand that I am responsible for:

- 1) The completion of a risk assessment
- 2) Informing pupils about any specific clothing / footwear required
- 3) Informing the House Manager of any additional information on the day

I agree / disagree that Doddington Hall staff can take photographs of the class during their visit for promotional purposes.

CANCELLATION POLICY

In the event that a school subsequently cancels a confirmed booking, the deposit is non-refundable. The School has until one week before the visit to make any cancelations to receive back any remaining balance that has been paid excluding the £50 deposit. Any school visit cancellations made within seven days of the visit are none refundable.

The school is required to give advance notice of any pupils with additional / special needs. Please tell us of any additional support requirements. What measures will be taken to manages these needs

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Who will carry and be responsible for any medication / administer it if necessary

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Please send completed School Visit Booking Form along with a £50 non-refundable deposit, (cheques payable to ‘Doddington View’) we will then send you formal confirmation of your booking.

SIGN:

PRINT: