



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

Tel: 01342 823583
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E-mail: tracy@ashdownforest.org
Web site: www.ashdownforest.org
Office hours: 08.30 to 17.00 Monday to Friday

EDUCATIONAL VISITS BOOKING FORM

Name of Teacher/Leader:			
Name of School/Organisation:			
Address:			
Telephone no. (and when to ring!):		E-mail:	
Name of Teacher(s) accompanying class(es):			
Number of children (maximum 30 per group up to two groups):		Year group:	
Number of adults:			
Date for visit:			
Time of arrival: <i>(not before 10.00)</i>		Time of departure: <i>(not after 15.00)</i>	
Please circle which option you would like to book:			Price per group
Option A:	Whole day; SWT led workshop; Explorer Pack; Education Barn; Information Barn access.	£110.00	
Option B:	Half day; SWT led workshop; Explorer Pack; Education Barn; Information Barn access.	£60.00	
Option C:	Full day; Explorer Pack; Education Barn; Information Barn access.	£60.00	
Option D:	Full day; Education Barn; Information Barn access.	£50.00	
Option E:	Full day, Information Barn during normal opening hours.	Free	
Does your group have children with special needs? (e.g. asthma, diabetes, general behaviour or mobility problems). Please specify, and if a risk assessment for the child/children on this trip has been produced, please attach a copy.			
It would be helpful to know the name of your class project. If you require a particular activity please specify.			
PTO:			

What would you like your students to gain from their visit?

I HAVE READ ALL THE INFORMATION PROVIDED (EITHER ON PAPER OR ON THE ASHDOWN FOREST WEBSITE) AND AGREE TO ALL THE REQUIREMENTS STATED THEREIN.

PLEASE SIGN NAME:

PLEASE PRINT NAME:

DATE:

The completed booking form and cheque for the full amount, made payable to the Conservators of Ashdown Forest, should be sent to:

**Tracy Buxton
The Conservators of Ashdown Forest
Ashdown Forest Centre
Wych Cross
Forest Row, RH18 5JP**

WHAT IS ON SITE: The Forest Centre provides a base for your visit. The Education Barn is somewhere to store your things, a place to work and eat lunch if too wet or cold to eat outside. There are toilets and washing facilities on site. The Information Barn has displays on the flora, fauna, history, management and archaeology of the Forest. There is also a small shop and children, if they have parental permission to buy items, should bring some small change.

WHAT TO WEAR: Activities will continue irrespective of the weather. Please ensure children/pupils bring strong walking shoes and/or wellies in winter as the Forest can be very wet and muddy. Children/pupils will also need warm clothes and waterproofs. The Education Barn will be locked to ensure security when outdoor activities are taking place and keys will be made available.

COACH PARKING: Free coach parking is available at the Forest Centre for mini buses and small coaches. Broadstone car park should be used by larger coaches and the Forest Centre is a clearly signposted two minute 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.

INSURANCE: Sussex Wildlife Trust and The Conservators of Ashdown Forest have their own public liability insurance. Schools should ensure they have their own appropriate insurance for their pupils/children when engaged in activities on the Forest.