



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/education
Office hours: 08.30 to 17.00 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 30 per group and only two groups per day):		Year group:
Number of accompanying adults:		
Date for visit:		

We are able to offer a 25% travel bursary for transport for schools that are 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. The travel bursary must be claimed within 30 days of the visit.



<p>Sessions are available Monday to Friday and usually run between 10.00 and 14.30. Sessions are led by one or two teachers depending on the size of the group. Half days are by special arrangement only.</p>	<p>Price</p>
<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 session (max 30 children) with one Ashdown Forest Leader - 10.00 to 2.30 • Whole day session for 2 classes (max 60 children) with one Ashdown Forest Leader per class 10.00 - 2.30 • Self-lead sessions with use of Education Barn – 10.30 to 14.30 • Self-lead sessions on the Forest (Please inform us if you are going to be on the Forest so the Rangers are aware) 	<p>£160.00</p> <p>£320.00</p> <p>£80.00</p> <p>Free</p>
<p>Does your group have children with special needs (<i>e.g. asthma, 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:

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

e-mail: education@ashdownforest.org



WHAT HAPPENS NEXT: Once the date and the leaders are confirmed you will be sent an invoice. Invoices must be paid BEFORE the visit takes place or ON THE DAY at the latest.

WHAT IS ON SITE: The Forest Centre provides an excellent base for your visit. The Education Barn is somewhere to store your things, a place to work and eat lunch if it is too wet or cold outside. The Education Barn will be locked to ensure security when outdoor activities are taking place and keys will be made available. There are toilets and hand washing facilities adjacent to the barn.

WHAT TO WEAR: Activities will continue irrespective of the weather except in extreme conditions. Please come dressed appropriately for the weather on the day. In winter, all visitors will need warm clothes, waterproof coats, and trousers if possible and stout shoes/ wellies. In summer you will need hats, sunscreen, and extra water to take on site. Children and staff need to wear stout closed toe shoes/boots and long trousers for all visits, whatever the time of year.

LITTER: There are no litter bins on the Ashdown Forest, and we do not have facilities to collect waste from children's lunch boxes, except fruit and vegetables for composting. Please note children will need to take all litter home with them for recycling or disposal. Please talk to the children before the visit about keeping waste to a minimum to help protect the environment.

COACH PARKING: Minibus parking is available at the Forest Centre car park. Coaches **must** use Broadstone car park, the Forest Centre is a clearly signposted 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.

INSURANCE: Talking Trees 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.