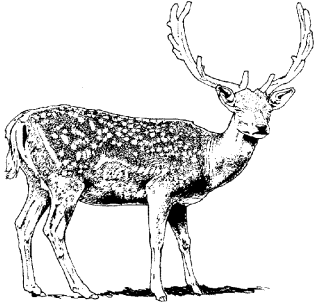


**THE CONSERVATORS OF ASHDOWN FOREST
ASHDOWN FOREST CENTRE
WYCH CROSS, FOREST ROW, RH18 5JP**

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: (Visits available Mon - Thurs)		

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.

Sessions are available Monday to Thursday and can 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.	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 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>£145.00</p> <p>£290.00</p> <p>£72.00</p> <p>Free</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.	
What is your Class topic? If you require a particular activity please specify.	
What would you like the children 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 should be sent to:

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

e-mail: conservators@ashdownforest.org

WHAT HAPPENS NEXT: On receipt of your form we will arrange for an Ashdown Forest leader unless a self-led visit has been specified. Once the date and the leaders are confirmed (if applicable) 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's 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 washing facilities adjacent to the barn.

WHAT TO WEAR: Activities will continue irrespective of the weather. 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, sun screen and extra water to take on site. Our risk assessment recommends children and staff 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. Please note children will need to take all litter with them for recycling or disposal.

COACH PARKING: Free minibus parking is available at the Forest Centre. Broadstone car park should be used by larger coaches and the Forest Centre is a clearly signposted one 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: 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.