



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 third workshop that you would like for your visit (**one** option from the season of your visit):

Spring Term	
(March, April, May)	
Kitchen Garden Tour	<input type="checkbox"/>
Nature Trail	<input type="checkbox"/>

Summer Term	
(June, July, August)	
Meet the Herbs	<input type="checkbox"/>
Kitchen Garden Tour	<input type="checkbox"/>
Nature Trail	<input type="checkbox"/>
Bugs and Beasties	<input type="checkbox"/>

August Term	
(September, October, November)	
Kitchen Garden Tour	<input type="checkbox"/>
Nature Trail	<input type="checkbox"/>

Winter Term	
(December, January, February)	
Hall Tour, Garden Tour and Hands on the Past	

PLEASE READ AND SIGN THE FOLLOWING TERMS & CONDITIONS

I agree that the adult: child ratio circled below will be adhered to
(Doddington Hall staff cannot 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 cancellations 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 Farms LLP’) we will then send you formal confirmation of your booking. Please be aware that we require full payment two weeks prior to your booking at the very latest.

SIGN:

PRINT: