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**BOOKING INFORMATION**

**WANDLE TRUST EDUCATION**

# TIMES

Our outdoor sessions are 2 hours long and are available every day during term-time.

Session times are normally;

Am 9.45am – 11.45am

Pm 12.45 – 2.45pm

We may be able to adjust the timings to suit your school day - please enquire.

# COSTS

£179 for 1 X 2 hour session

£250 for 2 X 2 hour sessions on the same day (one in the morning, one in the afternoon)

An invoice will be issued with your Booking Confirmation. Please ensure payment is made prior to the date of your session.

# HEALTH & SAFETY

Maximum of 30 children per session.

It is the school’s responsibility to ensure the **minimum adult-to-child ratio** is satisfied in accordance with your school’s health and safety policy and following your own risk assessment. Please make sure that one-to-one support staff attending with SEND pupils are not included in your adult-to-child ratios. Our Wandle Trust teacher should also not be included in this ratio.

Our minimum adult to child ratio:

* 1 adult for every 5 pupils - Reception & Nursery
* 1 adult for every 6 pupils in school years 1 to 3

• 1 adult for every 10 pupils in school years 4 to 6

* 1 adult for every 15 pupils in school year 7 onwards

Additional adult helpers are always welcome.

All attending adults must provide close supervision at all times.

A **Risk Assessment** will be sent to you specific to the location you will be visiting and the activities you are interested in. This will highlight health and safety issues and guidance. Schools should carry out their own pre-visit to site and complete their own risk assessment.

A **Health and Safety Talk** will be given at the start of the session to keep everyone safe and happy during the day.

Please ensure children and their parents are advised to wear **suitable clothing for the day**, appropriate for the outdoors, weather and activities.

Children should wash their hands with soap and water following the session, and definitely before eating. Please bear this in mind when planning your visit as some sites have limited facilities.

Our Wandle Trust teacher is First Aid trained, but the school teacher is responsible for first aid in the first instance.

Whilst the Wandle Trust takes all reasonable steps to ensure the safety and enjoyment of those attending, it does not accept responsibility or liability for the same.

# WEATHER & CANCELLATIONS

Sessions will still go ahead in light rain. In the case of severe weather forecast or on the day, we will cancel and re-schedule with no additional charges.

Cancellations – if you wish to cancel the session, please ensure you give us at least one week’s notice.

**Any cancellations with less than one week’s notice will incur the full session(s) fee.**