**BOOKING ENQUIRY FORM**

**WANDLE TRUST EDUCATION**



# SCHOOL CONTACT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| School Name |  | Contact Name |  |
| Address Line 1 |  | Position |  |
| Address Line 2 |  | e-mail |  |
| Address Line 3 |  | Phone |  |
| Post Code |  | Local Authority / Borough |  |

# OUTDOOR EdUCATION SESSIONs

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred River Location |  | Name of Session requested  |  |
| Additional info for session content – school topic, terms to be covered etc.If you are requesting a ‘Bespoke’ session, please include as much detail as possible  |  |
| Key Stage |  | Year Group |  |
| Suggested timings for outdoor sessions:  | Am: 9.45am – 11.45amPm: 12.45pm – 2.45pm | Timings may be able to be adjusted to suit your schoolPlease indicate any requests |
| **Details of Session(s)**  | Preferred date | Preferred time | No. of students |
| **Session 1** |  |  |  |
| **Session 2** |  |   |  |
| **Session 3** |  |  |  |
| **Session 4** |  |  |  |
| **Session 5** |  |  |  |
| Dates: If you are flexible with dates, please give details of other possible dates that we can check in case we do not have availability on your preferred date. |  |

# PLEASE READ OUR BOOKING INFOrmation

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| Please use the check boxes below to show that you have read the relevant information associated with your booking[ ]  I confirm that I have read the Wandle Trust Booking Information [ ]  I confirm that I am aware of the cost of the visit and the cancellation fee[ ]  Please tick if you are happy for us to take photos during the session – the photos may be published on our website and for publicity purposes  |

# Submitting your enquiry

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| --- |
| Please submit your completed enquiry form to education@wandletrust.orgWe will check our Bookings Calendar and confirm whether the dates you have requested are available. You will receive a Booking Confirmation.Our Wandle Trust teacher will also contact you to provide;* Detailed session plan
* Site map
* Risk assessment

It is advised that you carry out your own pre-visit to the site and complete your own Risk Assessment. |