

**FE Bedgebury National Pinetum, in Partnership With Kent High Weald Partnership (KHWP)**  
**LEARNING VISIT BOOKING FORM**

- This form must be completed and returned before the booking can be confirmed
- Please fill in and return the whole form. We will confirm by email

**18 COST DETAILS.**

You will be invoiced prior to your visit.

**1. Kent High Weald Led Programme**

**Total (£)**

- Visiting teaching staff & helpers accompanying groups are free of charge.
- Free vehicle admission on basis of one coach or 2 minibuses or 8 cars per class included
- **One KHWP member is included in an education booking**
- If the visit numbers or programme requires additional FE staff we will charge £100 per extra staff member. No. of extra staff \_\_\_\_\_

*If you wish to cancel please let us know a minimum of 2 weeks before the visit is due. We reserve the right to charge you for the full booking if cancellation is within the two weeks.*

**Total payment**

**£**

**BOOKING CONFIRMATION** by FE Bedgebury Learning (On behalf of Bedgebury Manager)

Signed ..... Print name: .....  
Date .....

**1. Date of visit** (Please email to confirm availability)

.....

Arrival time: . . . . . Departure time: . . . . .

**2. School or group details**

Name: .....

Address: .....

Postcode: .....

If contact details will be different during the visit please let us know.

We will invoice school via EduKent

**3. Group leader(s) contact details**

Name (s): .....

Tel: ..... Mobile (during visit): .....

Email: .....

**4. Parking information**

No. of Coaches . . . . . No. of Minibuses . . . . . No. of Cars . . . . .

**5. Declaration** (by person responsible for booking/visiting group)

I wish to apply to visit for the above event. I confirm that I will have read and understood all the information including the 'Group Leader Responsibilities' and 'KHWP Staff Responsibilities sheet' before the visit date and will ensure that the group & booking complies with the conditions and programme outlined. All leaders, teachers, and parent helpers & group members will be informed of the above.

Signed ..... Print name .....

Position ..... Date .....

**DATA POLICY**

Any information provided is covered under Kent County Council GDPT policy found here:

[Privacy statement - Kent County Council](#)

**bedgeburyeducationvisits@khwp.org.uk**

## 6. Participants

- Please write the number of participants (by learning stage) in the table below

Age 4-11		
Stage	Year	No.
Pre-school	Pre	
Reception	Yr R	
KS1	Yr 1	
	Yr 2	
KS2	Yr 3	
	Yr 4	
	Yr 5	
	Yr 6	

Age 11+		
Stage	Year	No.
KS3	Yr _____	
KS4	Yr _____	
A Level		
14-19 Dip		
FE		
HE		
Adult		

## 7. Supporting adults

Please write the number of supporting adults

FC staff may refuse to lead your group if you do not fulfil the minimum ESCC / KCC pupil:adult ratios.

The teambuilding activities will require a minimum ration of 4 adults per class of 30.

Pre-school /Year R (under 5 yrs): 1 adult to 5 children

Years 1-3 (5-8 yrs): 1 adult to 6 children

Years 4-6 (8-11 yrs) 1 adult to 10-15 children

Year 7 and above (11 yrs +): 1 adult to 15-20 children

## 8. Medical, allergy and special requirements:

You **must** advise us in advance about any relevant special medical, behavioural or physical conditions, **including allergies**. Please do not include personal details that would identify any individual in this section.

Will anyone be using a pushchair or wheelchair?  Yes  No  
If Yes, please give details.

9. School type:  LEA  Independent  Special  Other

10. Non-LEA schools and all other groups please attach a copy of your PLI certificate

Yes  N/A (LEA schools ONLY)

*The school or other group, through the LEA or other insurance, as appropriate, will indemnify KHWP against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the educational visit and will, during the period of the visit, maintain an insurance policy with a reputable insurance company for an amount of not less than £10 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school, group or LEA to Forestry England. A copy of this policy, where applicable, must be included with this returned Booking Form.*

## 11. Programme required

- Please tick your choice in table below

KHWP led education visits Approx 2.5 hours	Please delete as required		Recommended year group
<b>Maximum participant numbers</b>	<b>30</b>	<b>60</b>	
Discover our pinetum	£174	£308	Yr R/1/2
Explore the habitats of Bedgebury	£174	£308	Yr 2/3
Map quest	£174	£308	Yr 2-6
<b>KHWP led Team Building</b> Approx 2.5 to 5 hours	<b>30</b>	<b>60</b>	
Team Challenge and Den building	£198	£330	Yr 2-6
Team Challenge, Den Building and Tree Detective Trail	£308	£440	Yr 3-6
<b>KHWP led Forest School</b>			
6 Session Forest School Programme	From £1200*		EYFS- Year 13
Forest School Experience Sessions	From £200*		EYFS- Year 13

\*Please contact for estimate

12. How does this link to the work in school?

13. What are your learning objectives for the visit?

## 14. Pre-visit check

If you wish to carry out a pre-visit, for example to carry out your own risk assessment and identify the location of facilities. Contact us on [bedgeburyeducationvisits@khwp.org.uk](mailto:bedgeburyeducationvisits@khwp.org.uk)

15. Please complete and return this booking form to [bedgeburyeducationvisits@khwp.org.uk](mailto:bedgeburyeducationvisits@khwp.org.uk)

16. On the day of your visit, please note Bedgebury's **Emergency** contact number: Visitor Services **01580 879820**

## 17. Evaluation

Bedgebury's learning team aims to provide a relevant and excellent service. To assist in this we ask you to complete an evaluation form which will be handed to you during your visit.