



Environmental Education Day Centre Booking Form

(Please complete in full one booking form for each day visit required)

1. Centre for which booking is submitted: _____

2. Date of visit: _____

Intended time of arrival: _____ departure: _____

3. Name of school: _____

Address of school: _____

_____ Postcode: _____ Tel no: _____

Email: _____

Name of Headteacher: _____

Local Authority: Nottinghamshire
(please tick) County Council

Other LA or
Independent school

4. Name of teacher organising and leading visit (this teacher must be in attendance for the full duration of the visit): Mr/Mrs/Miss/Ms (please delete) _____

5. Staff and other supervising adults

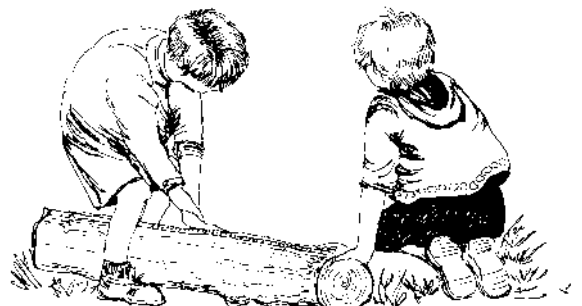
Name	Status e.g. teacher, governor, parent etc	Date of attendance at introductory training at relevant centre	Outdoor/environmental/first aid experience/qualifications
Leader:			
Other teaching staff:			

6. How did you find out about this centre?

Previous visit Word of mouth

Leaflet Website

Other: _____



7. Number of teaching staff: Number of other adults:

8. Number of pupils: (as accurate as possible) Year Group(s) (please circle):

Nursery Reception Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8 Y9 Y10 Y11 Y12 Y13

Do any pupils have additional needs or special requirements we should be aware of? (Visually impaired, wheelchair users etc.) This will help us plan your visit.

9. Learning Objectives for the visit:

1. _____
2. _____
3. _____

10. Outline programme and activities: Please contact Centre staff after the booking is confirmed to discuss details of the programme. The Centre staff can advise you on the level of support you may require for your programme.

Activities am: _____

_____ Centre staff support required? Yes (please tick) No

Activities pm: _____

_____ Centre staff support required? Yes (please tick) No

For Perlethorpe bookings, please tick for access to the church:

11. Signature of teacher leading visit: _____ Date: _____

Signature of Headteacher: _____ Date: _____

When completed, please return to:

For Perlethorpe

Head of Centre
Perlethorpe Environmental
Education Centre,
Perlethorpe,
Notts.
NG22 9EQ
Tel: 01623 822218
Fax: 01623 825005

For Bestwood

Centre Teacher
Bestwood Environmental
Education Centre
Bestwood Country Park,
Alexandra Lodge, Northern Drive,
Park Road, Bestwood Village,
Nottingham NG6 8UH
Tel: 0115 9753782
Fax: 0115 9273674

For Brackenhurst

Centre Teacher
Brackenhurst Environmental
Education Centre
Brackenhurst College Campus of
Nottingham Trent University,
Southwell,
Notts. NG25 0QF
Tel: 01636 817059
Fax: 01636 817066

For office use only: Copy of form to: LOtCS Admin _____ Booking confirmed to school _____