



Nottinghamshire County Council

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? (please tick) Yes No

Activities pm:
..... Centre staff support required? (please tick) Yes 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 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