



Booking Form

EnviroSort Education Booking Form

Our programme is designed for Key stage 2 classes. We can accommodate a maximum of 35 pupils at a time.

Arrive at Centre 10am. Depart Centre approximately 2.30pm.

A visit to the centre, in advance, by the lead teacher is recommended. Particularly if the class has any pupils with special requirements.

SCHOOL DETAILS			
School name			
School address			
School phone number			
YOUR DETAILS			
Contact Name		Position	
Contact Number			
Contact E-mail			
BOOKING DETAILS			
Date requested		School year	
Please advise how many pupils and how many adults will be attending the visit.			
<i>A minimum of 1 adult must be present for every 6 pupils attending the centre for the following reasons:</i>			
<i>To supervise group activities</i>			
<i>Evacuation from the centre during a fire alarm</i>			
<i>Safeguarding – pupils who need to return to the education room from the viewing platform</i>			
Adults		Pupils	
PROGRAMME DETAILS			
<i>Please select one of the following programme themes:</i>			
Marvellous Materials		Outstanding organisms	
Productive Past		Rare Resources	
Fascinating forces (Upper KS2)			
School Assembly support		What's in our bins? (Waste audit)	
<i>Or pick from one of our seasonal alternatives:</i>			
Christmas (Nov-Dec)		Easter	
Spring-time			
Are there any pupils with special educational needs that we need to be aware of?			
What topics have been covered in class recently that will link to this visit?			
How did you hear about Severn Waste Services?			



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Travel

TRAVEL ARRANGEMENTS

Please confirm how you plan to travel to our facility (if a combination please select as many options as required)

Car		Public Transport	
Coach (Hired)		Coach (Own)	
Minibus (Hired)		Minibus (Own)	
Walk		Other	

If 'other' please state below

How many vehicles, in total, will you require?

If using a hired coach or minibus:

Pick up point	
School name	
School address	
School phone number	
Coach company used	
Coach company name	
Coach company address	
Coach company Contact Number	
Contact E-mail	
Are these your normal provider?	
How many hired coaches/minibuses will you be using?	



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Booking Conditions

In order for us to deliver our educational programme the following conditions must be met:

You will:

- Notify us immediately of any changes that may affect the booking.
- Ensure that each teacher involved has read and understood the programme theme descriptions, risk assessments and teachers information booklet.
- Carry out your own risk assessment for the visit, taking into account any individual pupils with physical, behavioural or other SEN needs.
- Ensure that all adult supervisors and teachers are present through the activities
- Ensure the teacher and support staff support participation and good behaviour of the class
- Ensure that the number of adults listed on the booking form do come on the centre visit.
- Maintain responsibility for any medication storage and provision to pupils.

We will:

- Deliver the programme as agreed on the booking form
- Ensure the safe use of props and appropriate use of space
- Provide accurate and up to date risk assessments for the activities
- Undertake DBS checks of our education staff
- Maintain professional teaching standards

Declaration (to be signed by class teacher AND Head teacher)

I have read the booking form and agree with the conditions:

Head teacher	Class teacher
Signed:	Signed:
Name:	Name:
Date:	Date

Completed forms should be returned to:

Kate Stott, EnviroSort, Woodbury Lane, Norton, Worcester, WR5 2PU

or katestott@severnwaste.co.uk



Bookings are provisional until this booking form is returned. If we do not receive the booking form within two weeks we may re-issue the date to another school. Confirmation and further details, including risk assessments, will be sent on receipt of this booking form.