

Schools Booking Form 2020

To request an education visit to the Garden or an outreach session at your school please first email education@botanic.cam.ac.uk to check availability. Then complete this form.

You can telephone **01223 331875** to leave a message but communication by email is preferred until the learning office fully reopens

Please book early to secure your preferred date and no less than 4 weeks in advance for Type A and 1 week in advance for a Type C visit. We are currently unable to offer Type B visits.

Please keep a copy of this form for your records and **complete all sections.**

School/College name:

Address:

POSTCODE:

Tel:

Email:

How will you travel:

Coach/Minibus

Car

Train

Bicycle

Foot

Lead Teacher (LT):

LT Name:

LT Mobile: (required in case of emergency on day of visit)

*LT Email:

Day/Date/Time:
(Garden opens 10am)

Day:

Date:

Start time:

Finish time:

Pupil details:

No in group:

Year:

Age:

KS:

Number of Adults:

*Visit Type (A/C):

Which GCSE/A level
exam board do you follow?

*Please note our required
minimum adult:pupil
ratios - 7 yrs & under 1:5
8-16 yrs 1:10*

*Main topic(s)/purpose of visit:

Office use: GC: GL: SS: SDB: INV: EdO: GR: ST:

Notes: A pre-visit meeting can be arranged with a learning officer at a mutually convenient time and is free of charge; or arrange a pre- visit to the Garden free of charge.

TYPE A – Outdoor assisted visit with a learning officer. Assisted visits are for 36 pupils maximum, last 2 hours and take place between the core hours of 10am and 2pm. **Cost: £100 per visit.**

~~**TYPE B – Self-led visit with use of Garden Room**~~ classroom for up to 72 pupils maximum between the hours of 10am and 3pm. ~~**Cost: £75 per visit.**~~

TYPE C - Self-led visit without use of Garden Room Cost: Free.

Your booking will be confirmed by the Learning Office by email on receipt of this form. For visits incurring a charge an invoice will be issued; this must be paid within 4 weeks of receipt. Please sign the disclaimer below to confirm your booking request.

I have read and understood the information above. I agree to abide by the Garden's Guidance Notes for Educational visits and COVID-19 Guidance notes and to ensure all accompanying adults are fully briefed.

Signed: (Lead Teacher) Date: