

Schools Booking Form 2022-2023

To request an education visit to the Garden or an outreach session at your school please first email education@botanic.cam.ac.uk or telephone **01223 331875** to check availability. Then complete and return this form.

Please **book early** to secure your preferred date and no less than 4 weeks in advance for Types A and B and 1 week in advance for a Type C visit.

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

School/College name:						
Address:						
			POSTCODE:			
Tel:	Office/Finance Email:					
How will you travel:	Coach/Minibus	Car	Train	Bicycle	Foot	Bus
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:	<i>Please note our required minimum adult:pupil ratios - 7 yrs & under 1:1 8-16 yrs 1:10</i>		*Main topic(s)/purpose of visit:			
*Visit Type (A/B/C):						
Which GCSE/A level exam board do you follow?						

Office use: OC: 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 – Assisted visit with a BG Learning Officer and use of Garden Room. Assisted visits are for 36 pupils maximum, last 2 hours and take place between the core hours of 10am and 2pm. **Cost: £150 per session.**

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 close to the date of your visit; 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: