



# 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. **Dates requested:** (Please give several in order of preference)

a \_\_\_\_\_ d \_\_\_\_\_

b \_\_\_\_\_ e \_\_\_\_\_

c \_\_\_\_\_ f \_\_\_\_\_

**Intended time of arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

3. **Name of school:** \_\_\_\_\_

**Name of headteacher:** \_\_\_\_\_

**Local Authority** Nottinghamshire  
(please tick): County Council

**Other Local Authority or**  
**Independent school**

**Full address of school:** \_\_\_\_\_

**Post code** \_\_\_\_\_ **Tel no:** \_\_\_\_\_

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 eg teacher, governor, parent etc	Date of attendance at introductory training at relevant centre	Outdoor/environmental/first aid experience/qualifications
Leader:			
Others:			

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

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

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.

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8. Learning Objectives for the visit:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

9. Outline programme and activities: Please make contact with centre staff after the booking is confirmed to discuss details of the programme. Please indicate here what kind of support is requested and at what times. The centres can advise you on the level of support you may require for your programme.

am \_\_\_\_\_  
\_\_\_\_\_ am support required Yes (please tick) No

pm \_\_\_\_\_  
\_\_\_\_\_ pm support required Yes (please tick) No

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

10. Signature of teacher leading visit: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

(Please note charges apply for visits to Bestwood, Brackenhurst and Perlethorpe.)

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 Administration  
Alexandra Lodge, Northern Drive,  
Park Road, Bestwood Village  
Nottingham NG6 8UH  
Tel: 0115 975 3782  
Fax: 0115 927 3674

For Brackenhurst

Centre Teacher  
Brackenhurst Environmental  
Education Centre  
Brackenhurst College  
Southwell  
Notts NG25 0QF  
Tel: 01636 817059  
Fax: 01636 817066

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For office use only Copy of form to Env Ed Admin \_\_\_\_\_ Booking Confirmed to school \_\_\_\_\_