



## Educational Visit Booking Form

Education & Learning  
 The Gilbert White Field Studies Centre  
 Gilbert White & The Oates Collections  
 Selborne  
 GU32 3BN  
 01420 511517/ 01420 571069  
[fieldcentre@gilbertwhiteshouse.org.uk](mailto:fieldcentre@gilbertwhiteshouse.org.uk)

Please contact The Field Studies Centre first to confirm the availability of the date/s you require and to book your free pre-visit.

Once a provisional booking has been made, this form must be fully completed, signed and returned to the above address within **4 weeks** to confirm your booking. Failure to do so will result in the loss of your booking.

Please contact us to receive your Teachers Information Pack which includes our generic Risk Assessment.

<b>Name of Contact/ Teacher</b>	
<b>Name of Establishment</b>	
<b>Organisation Address &amp; Postcode</b>	
<b>Telephone No. (include Code)</b>	
<b>Email address</b>	
<b>Mobile Number</b>	

<b>Title of Session</b>		
<b>Visit Date</b>		
<b>Time of Arrival:</b>	<b>Time of Departure:</b>	
<b>No. of Pupils:</b>	<b>No. of Adults:</b>	<b>Year Group:</b>
<b>Detail Special Requirements (Learning, Physical, social, medical, allergies etc.)</b>		
<b>Pre Visit Date and Time</b>		

<b>Cost of Visit:</b>	<b>PO Number or Reference for Invoice (This must have been received by us before the date of the session)</b>
<b>Invoice to be sent to (Circle)</b>	<b>School Address    HCC    Other (Specify)</b>

[www.gilbertwhiteshouse.org.uk](http://www.gilbertwhiteshouse.org.uk)

Educational Visit Booking Form 2016



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The Education & Learning Team at Gilbert White & The Oates Collections aims to provide a safe and enjoyable learning environment for all visitors. However, parties containing young or vulnerable people require special consideration in order to ensure their safety.

A free pre-visit meeting is essential for all group leaders. This enables group leaders to familiarise themselves with the site and location of all planned activities, whilst also providing an opportunity to discuss specific learning objectives, any special requirements and health and safety considerations. Please ensure you have booked a date and time for your free pre-visit.

Risk assessments have been carried out for all available activities.

All Parties must agree to the following terms prior to the visit taking place:

I have read The Gilbert White & The Oates Collections Teachers Information Pack (downloadable from the website) and I agree that:

- We will supervise our group throughout the duration of the visit in order to ensure everyone's enjoyment, safety and to make the best use of the learning opportunities afforded. We accept that members of the Education & Learning Team at Gilbert White's House & The Oates Collections are responsible for the delivery of the activity sessions, and not for supervising the behaviour of our visiting group.
- A qualified teacher/lecturer/Youth leader will accompany the group and there will be at least one responsible adult per six primary age pupils and one adult per ten pupils with older students. Gilbert White & The Oates Collections staff cannot be counted towards these ratios. A completed visitor list (found within our Teachers Information Pack) must be handed in to a member of the Education & Learning Team on arrival.
- All teachers and responsible adults will be conversant and compliant with the requirements identified within our risk assessment documents and heed safety advice given on site.
- We undertake not to hold Gilbert White & The Oates Collections responsible for any loss or damage which we or any member of our party may suffer. This undertaking shall not extend to negligence on the part of Gilbert White & The Oates Collections.
- We agree to the charges and payment terms as detailed on the Gilbert White & The Oates Collections website or by separate written agreement, including the charges arising from cancelled visits or following non-attendance.

<b>Name</b>	
<b>Position</b>	
<b>Contact Telephone Number</b>	
<b>Name of Head/ Principal if different from above</b>	
<b>Date</b>	
<b>Signed</b>	