

# CHARGES



Worcestershire

<b>EYFS/KS1-2</b>	Day Rate	<b>£5</b> per head
<b>KS3</b>	Day Rate	<b>£7</b> per head
<b>KS4</b>	Day Rate	<b>£9</b> per head
<b>16+ /A Level</b>	Day Rate	<b>£15</b> per head

1/2 day rates (10am - 12 noon) are available (£3.50/£4.50/£5.50/£8.50 per head)

**Deposit (minimum charges)** apply for all groups

**Per day session £ 100** For half a day session **£ 50**

Our Education Services do not attract VAT

**Worcestershire Wildlife Trust will provide:**

Experienced and qualified tutors

Course content

Technical equipment and required safety equipment for its use

## OUR BOOKING SYSTEM

- **Contact our Education Officer** on 01905 754919 to talk through your visit. We need to be sure we are clear about what you want to cover.
- Complete the **Booking Form** and return it **as soon as possible**. Your booking will remain **PROVISIONAL** until this form has been returned to us, along with your non refundable deposit of £100 per day, for which we will invoice you. Your visit is **CONFIRMED** once we have received the completed form and monies. A copy of the form can be download it from our web site, **[www.worcswildlifetrust.co.uk](http://www.worcswildlifetrust.co.uk)** .
- Once the session has taken place, an invoice for the remaining balance will be sent to the school. Please make sure it is paid within 28 days. You will only be charged for the number of students present in the visit, assuming your numbers did not vary by more than 5 students from your original estimate.

### Cancellation Policy

**If you cancel within 10 working days of the session**, you will be charged the full amount for the session, because all the preparation work will have been done.

**If the visit is cancelled within 1 month** of the visit date you will be charged 50% for the session unless that date is subsequently filled by another booking.

**In the unlikely event that we cancel or terminate the session** we will do our best rearrange your visit or refund your deposit.

**We reserve the right to alter the content of the day**, particularly due to poorly equipped students, schools bringing fewer supervising staff or helpers than agreed or late arrival of the group. **Poorly equipped students may be unable to take part in sessions.**

**If you have any questions, please call 01905 754919 or email [marissa@worcestershirewildlifetrust.org](mailto:marissa@worcestershirewildlifetrust.org) [www.worcswildlifetrust.co.uk](http://www.worcswildlifetrust.co.uk)**

# TERMS AND CONDITIONS



Worcestershire

**BY SIGNING THE BOOKING FORM, VISITING GROUP LEADERS AGREE TO ABIDE BY THESE CONDITIONS AND TO ADVISE STUDENTS OF THE PRECAUTIONS LISTED BELOW.**

**Students will be reminded of specific health and safety points before each activity but we expect staff, helpers, and students to have been fully briefed beforehand.**

## **SUPERVISION**

Worcestershire Wildlife Trust staff/tutors will lead the activities. The school teachers/group leaders are responsible for the behaviour of the group at all times, including lunch.

Trust staff will explain the rules and regulations of a visit, and the school teachers/group leaders will ensure the group remain within them.

Our staff/tutors carry a mobile phone and are fully trained First Aiders.

Teachers must inform the Trust **before** the day if any students require special consideration whether on grounds of health (inc. allergies), disability, or learning difficulty.

Please ensure teachers carry a list of the students' names and addresses and appropriate medication during the visit.

Worcestershire Wildlife Trust will provide at least one member of staff per class of students. A class or group is defined as up to 30 students. Additional charges may apply for additional tutors. The school is responsible for providing sufficient adult helpers to satisfy the ratios required by the Local Education Authority.

To satisfy LEA guidelines. The following ratios are required;

**Years 1-3      1:6      Years 4 - 6      1:10      Years 7+      1:15**

The school is also responsible for obtaining parental consent.

## **FACILITIES**

Both staff and students should come prepared for an outdoor experience. Our staff are very experienced at working under these conditions.

Feedback and comment on our services and facilities is always welcomed .

## **TRANSPORT**

Schools will arrange their own transport to and from sites. Worcestershire Wildlife Trust staff are unable to accompany students on any journeys to or from Lower Smite Farm.

### **WHAT TO BRING & WHAT TO WEAR**

Wellington boots for winter or river work

Walking boots or trainer boots (summer) - NOT open sandals or shoes

Waterproof jacket

Warm clothes, that are old, and can get dirty - they will!

Packed lunch and drink

**All medication that children and adults require must be carried with them through the day.**

## **PHOTOGRAPHS**

Photographs may be taken during your session and may be used by Worcestershire Wildlife Trust as part of the activities or for the promotion of Trust work and services, unless the boxes on the booking form are completed. The school will advise parents that photographs may be taken and used in this way. Photos including students names will not be used.



Worcestershire

Lower Smite Farm,  
Worcestershire Wildlife Trust Offices  
and  
Wildlife Education Centre

***The postcode at Lower Smite Farm is WR3 8SZ but sat nav systems may not be accurate due to rural location.***

***Directions:***

**From A38** Droitwich to Worcester road turn into A4538 at Martin Hussingtree traffic lights and after about 1/2 mile look for the brown sign to Lower Smite Farm.

**From M5** junction 6 follow A4538 towards Droitwich.  
Take the second exit on the Worcester Warriors roundabout **ignoring the signpost to "smite"**  
After about 1 mile turn right at the brown badger sign to "Lower Smite Farm".  
Lower Smite farm is about 1/2 mile up the lane on your left.

