



# EnviroSort

## Education Booking Form

We can accommodate up to 30 students per visit and up to five staff - maximum group number is 35.

Each visit lasts 2 hours. Longer time slots may be available upon request.

A pre-visit by the lead teacher is recommended, particularly if the class has any students with special requirements.

The Company uses CCTV which may capture data as you move around the site. A copy of the policy is available on request.

### SCHOOL DETAILS

<b>School name</b>	
<b>School address</b>	
<b>School telephone number</b>	

### LEAD TEACHER'S DETAILS

<b>Contact name</b>		<b>Position held</b>	
<b>Contact number and contact email address</b>			
<b>Details of any topic, subject, theme or area of interest you're studying to link your visit to:</b>	e.g. literacy		

### BOOKING DETAILS

<b>Requested date of visit</b>		<b>Requested time of visit</b>	
<i>Please advise how many adults and how many children will be attending the visit. (Maximum group size is 35)</i>			
<b>Number of adults</b> <small>(Maximum 5)</small>		<b>Number of students and year group</b> <small>(Maximum 30)</small>	

**Are there any students with special educational needs we need to be aware of?**

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**Are there any students (or staff) with medical conditions or allergies we need to be aware of?**

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**In order for us to deliver our educational programme, the following conditions must be met:**

**You will:**

- **Notify us immediately of any changes which may affect the booking.**
- **Ensure that each teacher has read and understood these terms and conditions and risk assessments.**
- **Carry out your own risk assessment for the visit, taking into account any individual students with physical, behavioural or special educational needs.**
- **Ensure that all teachers and adult supervisors are present during the activities.**
- **Ensure the teacher and adult supervisors are actively involved throughout the session and promote student participation and good behaviour.**
- **Ensure that the number of adults on the booking form do come to the centre visit.**
- **Maintain responsibility for any medication storage and provision to students.**

**We will:**

- **Deliver the programme as agreed with the teacher.**
- **Ensure the safe use of props and appropriate use of space.**
- **Provide accurate and up to date risk assessments for the activities.**
- **Undertake DBS checks of our education staff.**
- **Maintain professional teaching standards.**

**Declaration (to be signed by lead teacher and Head teacher)**

**I have read the booking form and agree with the terms and conditions:**

<b>Head teacher</b>	<b>Lead teacher</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

**Completed forms should be returned to: [jennyhope@severnwaste.co.uk](mailto:jennyhope@severnwaste.co.uk)**

Jenny Hope, Severn Waste Services, EnviroSort, Woodbury Lane, Norton, Worcestershire, WR5 2DF

By completing and returning this form, I/we agree that our data may be stored securely and processed for the purpose of our visit to EnviroSort.