

THORNBRIDGE BOOKING DETAILS & APPROVAL FORM



INFORMATION:

This form must be used to provide/confirm booking details for your residential visit to Thornbridge. It should also be used to gain LEA approval for your residential visit.

ACTION REQUIRED:

This form is to be completed at least 6 weeks in advance of your booking. Please agree the **programme** with Thornbridge staff and return a copy with the Head Teachers signature requesting **LEA Approval** at least 6 weeks in advance of the booked dates.

You may submit this for LEA Approval by post, fax or electronically to

edvisits@thornbridgeoutdoors.co.uk

All residential visits require LEA approval, this form must be completed and a copy sent to the Outdoor Education Adviser at Thornbridge Outdoors at least 6 weeks before the visit. This will allow any advice and guidance to be provided and acted upon before the visit takes place. To assist with approval for the visit, please ensure that all parts of this form are completed before submission, inserting n/a (not applicable) where appropriate. All supporting information relating to this visit must be held on file and be available for inspection if required.

School: _____

Tel: _____ Fax: _____ Email: _____

Visit Leader: _____ Deputy Leader: _____

Visit Location: THORNBRIDGE OUTDOORS - FARM / LODGE / CAMP (circle as appropriate)

Aim/purpose of visit: _____

Date(s) of visit: _____

PROGRAMME OF ACTIVITIES (please provide details below or attach a copy of your programme of activities)

Day	Venue and Activity		
	AM	PM	EVE
.....			
.....			
.....			
.....			
.....			
.....			

Has an exploratory visit been completed? Yes Date: _____ No

Have you attended a Thornbridge Familiarisation course? Yes No

PUPIL DETAILS

Number of Girls: _____ Ages: _____ Year group(s): _____

Number of Boys: _____ Ages: _____ Year group(s): _____

Teacher/pupil ratio: _____ Adult/pupil ratio: _____

SCHOOL STAFF (including the visit leader and deputy leader)

Name - indicate role in school (teacher, teaching assistant etc)	Gender M/F	Role During Visit Including Activity/Hazardous Environment Leadership	Relevant Experience and Qualification(s)

OTHER ADULTS

Name - indicate status (parent, volunteer etc)	Gender M/F	CRB check	Role During Visit Including Activity/Hazardous Environment Leadership	Relevant Experience and Qualification(s)

FIRST AIDERS

Name	Training and/or Qualifications	Date gained	Expiry date

EMERGENCY CONTACTS

School base contact 1 (name): _____ Status: _____

Day time tel: _____ After hrs tel: _____ Mobile tel: _____

School base contact 2 (name): _____ Status: _____

Day time tel: _____ After hrs tel: _____ Mobile tel: _____

Visit leader's telephone number(s) during visit: _____

ACCOMMODATIONAccommodation name: THORNBRIDGE OUTDOORS Telephone: 01629 640491Address: Great Longstone, nr Bakewell, Derbyshire, DE45 1NY**TRANSPORT**

What method(s) of transport will be used for this visit? _____

Who is providing the transport? _____

Date of departure: _____ Time of departure: _____

Date of return: _____ Time of return: _____

Do you have qualified mini-bus driver(s) for this visit? Yes No Not applicable

If yes, what are their names? _____

RISK ASSESSMENTRelevant **generic risk assessments** have been referred to and will be followed for this visit? YesNames of **generic risk assessments** which have been referred to for this visit:
_____An **event-specific risk assessment**, which includes alternative arrangements in case plans need to be changed during the visit, has been completed and will be followed? Yes**On-going risk assessment:** remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed. Do not hesitate to alter or abandon an activity if the risks on the day become unacceptable**INSURANCE**

Public liability insurance for employees only (not pupils) will be in place when the visit has been approved.

Has additional insurance been taken out for this visit? Yes NoIf Yes, is this provided by: SCC Other insurance policy

PROVIDER/TOUR OPERATOR DETAILS

Is an activity provider or tour operator being used for this visit? Yes

If Yes, please provide the following details:

Name: Thornbridge Outdoors Address: Great Longstone, Derbyshire,
DE45 1NY

Telephone: 01629 640491/fax 01629
640494

What activities/services will they be providing?
See programme. LEA provision, so "Provider Form" assurances do not
need to be checked for this visit.

The relevant assurances specified on the **Provider Form** have been obtained: - **See note above**

VISIT LEADER REQUEST FOR APPROVAL

I have read and understood the LEA guidelines for educational visits. Yes

This visit will be conducted in accordance with the LEA's guidelines. Yes

I will inform the LEA of any significant changes to this visit. Yes

Please confirm the name of your current school EVC: _____

Signed (visit leader): _____ Date: _____

HEAD TEACHER APPROVAL

I have studied this application and I am satisfied that it follows LEA guidelines for educational visits. All supporting information relating to this visit is held on file and is available for inspection. My approval is given.

Signed: _____ Date: _____

LEA Approval is required for residential visits, visits abroad, adventure activities or visits involving **potentially hazardous environments**. This form must be copied to the Outdoor Education Advisor at Thornbridge Outdoors for LEA approval (contact details below) to arrive **at least 6 weeks** before the visit takes place. Once approved the form will be returned to the school with the LEA Approval box below completed.

FOR SCHOOL USE

Sent to LEA for Approval? Yes No If Yes, date sent: _____

LEA APPROVAL ON BEHALF OF THE EXECUTIVE DIRECTOR OF EDUCATION

The information provided on this form indicates that this visit will be conducted in accordance with LEA guidelines for educational visits.

Signature: _____ Status: _____ Date: _____

When completed, please send a copy of this form to the Outdoor Education Adviser at Thornbridge Outdoors, Great Longstone, Derbyshire DE45 1NY Tel: 01629 640491 Fax: 01629 640494 Email: edvisits@thornbridgeoutdoors.co.uk

THORNBRIDGE DOMESTIC ISSUES

Please indicate milk requirements for your arrival day in the space below. For subsequent days please leave a note for the milkman. (Note: no Sunday deliveries)

Full cream:

Semi-skimmed:

Skimmed:

HEALTH ISSUES

Please detail **all** significant health issues amongst your group (**including staff**). (For sensitive or confidential information you may wish to inform Thornbridge separately)

Name

Issue(s)

Please ensure that you have medical and next of kin details for **staff** as well as the **young people**

ACTIVITIES

Please list your requirements in the tables below in accordance with your agreed programme. We understand that weather and other circumstances may cause you to alter your programme and will do everything we can to accommodate these changes.

Notes re. ON-SITE ACTIVITIES.

- a. Approved instructor required for high ropes, zipwire, new high ropes, bouldering and the climbing wall.
- b. Staff who have attended a training & familiarisation course may supervise the low ropes
- c. For problem solving, nightline, campfire, den building, orienteering, pond dipping etc please refer to the written briefs and generic risk assessments provided for you by the centre.

Activity

Day

Approx time

No. of pupils

Notes re. OFFSITE ACTIVITIES

Please indicate your requirements for each of these activities in the table below, including anticipated use of transport.

- a. Approved instructor required for rock climbing, caving, weaselling, abseiling, adventure walks, climbing walls, remote walks.
- b. Competent school staff may lead local and non-remote walks, visits to show caves, museums etc.

Activity/venue

Day

Time

No. of pupils

TRANSPORT REQUESTS

1. **Two 15-seater minibuses** (driver + 14 passengers) will be available to you for some of the days during your stay. If a group size totalling more than 28 requires transport simultaneously, staff cars may be required. Use of the minibuses should be arranged in advance and will be charged at the current mileage rate.
2. We strongly recommend that you have a means of transport such as a **staff car** on site during your stay for use in case of emergency.
3. Minibus permit holders. We encourage visiting staff to hold the Sheffield/MIDAS minibus driver permit where possible as this gives greater flexibility with programming and evening use of the minibuses. NOTE: permit holders **must** have their permit with them when collecting the bus keys.

Day	Approx times	No. of pupils / no. of staff	Destination	Own driver or Thornbridge driver?

Please feel free to contact staff at Thornbridge (01629 640491) for further advice and to discuss any changes to your agreed programme – we are here to help!