Wessex Rivers Trust

Crystal Clear Ebble Education Booking Form

Once completed, please email this form to [tracy@wessexrt.org.uk](mailto:tracy@wessexrt.org.uk)

|  |  |
| --- | --- |
| **Name of School:** |  |
| **Main contact name and role:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Address:** |  |
| **Year group(s):** |  |
| **Number of pupils:** (total and no. in each class) |  |
| **Number of adults:** (we recommend a 1:6 adult to child ratio for all outdoor sessions) |  |
| **Session date:** (please put 3 dates in order of preference) |  |
| **School’s Designated Safeguarding Lead’s (DSL) name and contact details:** |  |
| **Area of study you would like the sessions to focus on:** (e.g. water safety, water conservation, living things, adaptation, geography, field studies) |  |
| **Wessex RT staff member delivering sessions** (to be completed by Wessex RT) |  |
| **Wessex RT staff member’s phone number** (for use on the day of the session only) |  |

Education Programmes

Please select the education programme(s) you would like to book:

**Interactive Assembly** (preferred time?.............)

**Riverbank Session 9.45 – 11.45**

**Riverbank Session** **13.00 – 15.00**

**Classroom Session 9.45 – 11.45**

**Classroom Session 13.00 – 15.00**

For Riverbank sessions only:

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| --- | --- |
| **Local river access point address** (if known): |  |
| **Local river landowner details** (if known): |  |
| **Pre-visit date:** (ideally 1-2 weeks before session date, please suggest two or three dates and times) |  |

For in-school sessions only:

|  |  |
| --- | --- |
| **Is there parking available for our staff on site?** (Please provide access details) |  |
| **Does the school hall (for assemblies) or classroom have the ability to connect laptops to the projectors/interactive whiteboards through an HDMI cable?** If not, please specify what connections are required. |  |

Other Information

|  |  |
| --- | --- |
| **Are there any children/adults with medical conditions we need to be aware of? If so, please specify.** |  |
| **Are there any children with special educational needs we need to be aware of? If so, please specify.** |  |
| **How did you hear about Wessex River Trust’s education programmes?** |  |
| **Any other comments.** |  |

Are you happy for us to store your personal information to allow us to contact you regarding your river education sessions?

**Yes**

**No**

To see our Data Protection Policy visit <https://www.wessexrt.org.uk/policies.html>

Due to the nature of the Crystal Clear Ebble project, information about your booking may be shared with some scheme partners for use in relation to the scheme, including the Chase and Chalke Landscape Partnership and the National Lottery Heritage Fund. This may include contact details, feedback and any photographs taken during the session (we will discuss taking photographs prior to the session).

Outside of these uses, Wessex Rivers Trust, or our project partners, will not pass on your information to third parties without your permission. You can see this information, and request its erasure, at any time. Are you happy for us to share your personal information with the relevant project partners?

**Yes**

**No**

Have you read and agree to all the information provide to you in Wessex Rivers Trust’s School Education Information Pack?

**Yes**

**No**

**Signed: Date:**

(NB. Please type name if digital signature not available)

Payment (for Wessex RT office use only)

Invoice to be made to:

Jonathan Monteith

Scheme Manager

Cranborne Chase and Chalke Valley Landscape Partnership

Cranborne Chase AONB, Rushmore Farm,

Tinkley Bottom, Tollard Royal, Wiltshire, SP5 5QA

**Email address to send invoice to:** [JonathanMonteith@cranbornechase.org.uk](mailto:JonathanMonteith@cranbornechase.org.uk)

**Project invoice assigned to:** Crystal Clear Ebble

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| --- | --- | --- | --- |
|  | **Unit Cost** | **Number of sessions** | **Total** |
| **Introduction Assembly** | £167 |  |  |
| **River Session** | £281 | 1 | £281 |
| **Classroom Session** | £232 | 1 | £232 |
|  |  | **OVERALL COST:** | **£513** |