



Cromwell Bottom Nature Reserve

School Visit Request Form

Please complete this form to request a school visit to **Cromwell Bottom Nature Reserve**. Submitting this form does not automatically confirm a booking; the chair will be in touch to confirm availability and details.

1. School Details

- **Name of School:** _____
- **School Address: (optional)** _____

2. Visit Details

- **Preferred Date(s) of Visit:** **Tuesdays /Thursdays only* _____
- **Year Group(s):** _____
- **Number of Children:** _____
- **Number of Adults :** _____
- **Number of Qualified First Aiders Attending:** _____

3. Timings

- **Approximate Arrival Time:** _____
- **Approximate Departure Time:** _____
- **Staying for lunch? Y / N please circle**

4. Activities

- **Activity/Activities Requested:**

5. School Contact Details

- **Name of Lead Member of Staff:** _____
- **Contact Email Address:** _____
- **Contact Telephone Number (optional):** _____

6. Additional Information

(Please include any relevant information such as SEND requirements, medical needs, or access requirements) **If you have specific learning objectives/vocabulary you wish us to cover during the visit, please let us know /attach planning)**

7. Declaration

I confirm that the information provided above is correct to the best of my knowledge and school staff will ensure adequate supervision, risk assessment and first aid cover for the visit.

- **Name:** _____
- **Signature:** _____
- **Date:** _____

Please return this form to Simon Day cbwgwildlife@gmail.com

In case of emergency mob: 07516 512743

Additional information which may help with your visit

- Staff visits to the reserve prior to you bringing your class are encouraged if you've not been before
- All staff and children **must** wear Hi Viz vests (we have adults and children's sizes if school doesn't provide them) **Calderdale MBC ruling**
- Toilets available including access toilet
- CBWG volunteers are approved and experienced (First Aid, DBS, Safeguarding)
- We follow OEAP (Outdoor Education Adviser's Panel) guidelines for outdoor learning
- ***There is no formal charge for activities but donations are very welcome to enable us to continue our offer to schools***