



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)** _____
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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:**
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-
-

5. School Contact Details

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