

School Visit Booking Form

School:		Date of visit:	
Contact:		Time of visit:	
Telephone & email:			
No. of children:		Year Group:	
No of children with SEN (please specify):			
No of Teachers:		No. of other adults:	
Staying for lunch:		Time of departure:	
Price:	£4.00 per child		

Workshops requested:	
Any other special requirements (allergies etc):	

Thank you very much for your business

Please make cheques payable to "St Mary's Priory House Company Ltd." and write the invoice number on the reverse

For BACS – **HSBC Sort code 400804 Account number 61485652**

Information and instructions about the day

Grouping:

Please group your students into three equal groups, preferably mixed.

Adult/child ratio:

Please ensure that there is at least one adult helper per group in addition to any 1:1 SEN support staff.

Arrival:

Please supply on arrival 4 copies of group lists, showing each pupil in group, group leader and other accompanying adults.

Other adults:

Please note it is our policy that only authorised Learning Service staff, school staff and other accompanying adults authorised and appointed by the school are allowed to observe children's workshops.

Photography:

It is presumed that unless advised otherwise that authorised St Mary's Priory staff may take photographs of workshops in progress for publicity purposes. Please advise of any children who may not be included in such photos. Children and school staff may take photographs.

Coach arrival:

The coach may drop children off immediately outside St Mary's Priory Church. No vehicles are permitted on to the forecourt of the Church. The coach may park in the bus station car park adjacent to the Priory Centre.

Safeguarding Children agreement and useful information

On arrival:

Please report to the Manager in the reception on arrival and give him/her an up-to-date copy of the lists of each group, listing names of adult helpers and children present in the party.

Handling lost pupils:

Pupils should be told that if they become separated from your group should to report to the Tithe Barn Reception. They will then be repatriated to the group.

First Aid Incidents:

You should have contact names and phone numbers for parents or guardians of all children attending. Should you or any of your party require first aid treatment please notify your nearest steward or Learning Service volunteer. They in turn will contact a qualified first aider who will assist with minor incidents and call for appropriate medical or other help if required.

Please note that in the unlikely event of a serious injury, the nearest hospital is:

**Nevill Hall Hospital, Brecon Road, Abergavenny, NP7 7EG
Tel: 01873 732732**

Any accident or injury on-site must be recorded in the site Accident Book. Please report incidents to the site Manager at the reception desk.

Fire and emergency evacuation:

St Mary's Priory has a specific Fire Procedure and Learning Service staff will be on hand to assist with the safe evacuation of buildings. Teachers are asked to ensure that:

- their students remain calm, proceed immediately to the assembly point (the far side of the courtyard outside the Tithe Barn)
- that they have a register at hand for all those in their care and check for any missing students
- report any missing students or adult helpers to the lead Learning Service volunteer immediately
- that they keep all students on site until the lead Learning Service volunteer or site manager gives further instructions once the party has been checked off and he/she has been advised of the nature of the incident.

Pupils remain the responsibility of teachers and group leaders at all times. Those under the age of 16 must be accompanied.

Signed:

Name:

Position:

Date:

Please return a signed copy of this form to the Manager