**School Visit Booking Form 2025**

**Eastbrookend Country Park**

Thank you for your enquiry. Please complete the form and return to the Ranger Service via email Rangers@lbbd.gov.uk or post to The Eastbrookend Discovery Centre, The Chase, Dagenham, RM7 0SS.

|  |  |  |
| --- | --- | --- |
| Day and date of visit: |  |  |
|  |  |  |
| Name of school: |  |  |  |
|  |  |  |  |
| Contact name: |  | Direct Tel no:  |  |
|  |  |  |  |
| Contact e-mail: |   | School Tel no:  |  |
|  |  |  |  |
| SUBJECT: |  |  |  |
| YEAR GROUP: |  |  |  |
|  |  |  |  |
| **CLASS 1:**  |  |  |  |
| Arrival time:  | 10.00AM | Departure Time: pm | **12:00pm** |
|  |  |  |  |
| Number of pupils:  | (Max 30) | Year group(s): Age range from X to X yrs |  |
| Name of accompanying teacher(s): |  |  |  |
| Number of accompanying adults:  |  | Number of groups (6 to 8 pupils): |  |
| **CLASS 2:** |  |  |  |
| Arrival time:  | 12:30PM | Departure Time: pm | **2:30PM** |
|  |  |  |  |
| Number of pupils:  | (Max 30) | Year group(s): Age range from X to X yrs |  |
| Name of accompanying teacher(s): |  |  |  |
| Number of accompanying adults:  |  | Number of groups (6 to 8 pupils):  |  |

Any special requirements for the day: ………………………………………………

……………………………………………………………………………………………

Any additional information (eg. allergies): ………………………………………………

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**Prices to 31 March 2025:** £130 per two-hour session / £200 per four-hour session.

**Prices from 01 April 2025:** £132.90 per two-hour session / £204.40 per four-hour session.

Upon receipt of the booking confirmation we will issue an invoice for **payment prior to your visit.**

Payments by BACS to:
‘*The Ranger Service - London Borough of Barking and Dagenham’*

**Booking terms and cancellation policy:**

We do our best not to cancel school visits, but in the event of severe inclement weather that could negatively impact the sessions or be potentially hazardous to participants and staff, we may occasionally need to postpone visits. In the first instance we would try to reschedule the session to the next available date, but if that was not possible, we would cancel the session with no charge to the school (full refund would be given). We would aim to inform you 48h before the start of the session if hazardous weather is expected.

LBBD Ranger Service reserves the right to cancel a session if there is insufficient staffing for the safe running of the activities due to unforeseen circumstances such as illness, injury or other emergencies. In the first instance we would try to reschedule the session to the next available date, but if that was not possible, we would cancel the session with no charge to the school (full refund would be given).

If the school decides to cancel a visit and they contact us more than 6 weeks ahead of the delivery dates, then there would be no charge (full refund). If the cancellation occurs between 4-6 weeks ahead of the trip then 50% of the cost would be applied (partial refund). If the cancellation occurs less than 4 weeks before the planned trip the full fee would be applicable (no refund).

Signed: Please print name:

Date: