

# Booking Form

## Box Moor Trust Site



*Completion and return of this form is imperative as it confirms your booking.*

*Information on your visit will be sent to you – for H&S reasons, please ensure it is handed on to you.*

Name of School/Group:

Correspondence Address:

Post Code:

Tel. No:

Fax No:

E-mail:

Contact Person/s:

Person at School/Group to be Invoiced:

Name and Email for Teacher/Group Leader on the Visit:

Day and Date of Visit:

Arrival Time:

Departure Time:

*Please Note: For school trips, BMT staff are available from 9.30am to 2.30pm*

Areas of Study/Activities Required:

*Please see 'Education Courses at The Box Moor Trust'; we can also tailor courses to meet your requirements.*

Intended Learning Outcomes/Curriculum Links (if relevant):

Pre-visit Preparation/Existing Knowledge & Skills - How does this visit fit into your class/group's programme of learning?

Age Range/Year Group:

Key Stage:

No. of Children:

No. of Adults:

**Minimum adult to child ratio for EYFS & KS1 is 1 adult for 4 children.**

**For KS2+, the ratio is 2 adults for 15 children. Box Moor Trust staff DO NOT count as a part of this ratio.**

Equality, Diversity and Inclusion Needs or Issues:

(e.g. behavioural/learning difficulties/physical impairments)

Medical Conditions/Requirements: (e.g. allergies/asthma)

Please ensure any prescribed medicines are brought on the visit.

Any Other Comments/Requests?

Is this a Repeat Visit?

How Did You Hear of Us? BMT Website/Other Website (please specify)/Word of Mouth/Other (please specify)

Please return to:

FREEPOST RTJL-CCTT-ZEJS, The Box Moor Trust, London Road, Hemel Hempstead, Herts, HP1 2RE.

Tel: 01442 253300 E-mail: [education@boxmoortrust.org.uk](mailto:education@boxmoortrust.org.uk)