*Please be aware submission of this form does not constitute a booking, you will receive separate confirmation.*

|  |  |
| --- | --- |
| **Date of Enquiry:** Click here to enter a date. | **Proposed Date of Visit:** Click here to enter a date. |
| **Additional Dates (Visits over more than 1 day):**  | Click here to enter a date. | Click here to enter a date. |
| **Name School / Group:** Click here to enter text. | **Name of Teacher / Leader:** Click here to enter text. |
| **Address of School / Group** Click here to enter text. | **Post Code****:**  Click here to enter text. |
| **Telephone Number:** Click here to enter text. | **Email:** Click here to enter text. |
| **Number of Classes / Groups (max 3 per day):**  Click here to enter text. | **Age / Year Group:**  Click here to enter text. |
| **Number of Children per Class / Group:** | **Class 1:** Click here to enter text. | **Class 2:** Click here to enter text. | **Class 3:** Click here to enter text. |
| **Arrival Time:** Click here to enter text. | **Departure Time:** Click here to enter text. | **Coach parking required?**Yes [ ] No [ ]  |
| **Ranger-led Activity** | Choose an item. |
| **If other please specify:** | Click here to enter text. |
| **Self-led Activity by School Staff** | Choose an item. |
| **If Other please specify:** | Click here to enter text. |
| **Has the school visited before?** Yes [ ] No [ ]  | **Is the Teacher familiar with the Park?** Yes [ ] No [ ]  |
| **Do you require a Pre-visit?** Yes ☐No ☐ | **Preferred Date for Pre-visit?**  Click here to enter a date. |
| **Do any of the children have special requirements that we need to be aware of?** Yes [ ] No [ ]  |
| **If yes please provide relevant information to assist in planning your visit:** Click here to enter text. |
| **Do you require a space to store belongings e.g. packed lunches?**  Yes [ ] No [ ]  |
| **1 April to 30 September the Visitor Centre is open 10am - 4:30pm on weekdays**. If your visit falls during opening hours and you would like to visit the Centre please state in the next section to ensure that enough stock is in place. |
| **1 October to 31 March the Visitor Centre is open on weekends ONLY between 10am - 4pm.** If you would like to visit the Visitor Centre and/or purchase items from the shop this MUST be agreed in advance to ensure that enough stock/staffing is in place. ***Please note that in cases of bad/cold weather the centre will ONLY be available for lunch breaks.*** |
| **Is a shop visit required?** Yes [ ] No [ ]  |
| **If yes, Do you wish to purchase anything from the shop for your entire group, i.e. stationary, ice lollies, hot chocolate?** Yes [ ] No [ ]  | **If yes, please state product and exact number required:** | Click here to enter text. |
| **Payment and Fees:** The charge for a Ranger-led activity is £4.10. An invoice will be raised on the day of your visit. ***Please note*** if your school holds its bank account with Essex County Council it will be necessary for an order to be raised by Colchester Borough Council. Please indicate if your school banks with Essex County Council: Yes [ ]  No [ ]  Please indicate if you will pay:* by cash on the day [ ]
* by cheque on the day [ ]
* would prefer the invoice to be forwarded to the school for payment [ ]

***Cheques should be made payable to Colchester Borough Council*** |

**For any further enquiries or questions please contact:**

Kelly Betts, Visitor Centre Officer,

High Woods Country Park, Visitor Centre,

Turner Road, Colchester, CO4 5JR, Telephone 01206 853588, 01206 282965.

Email: kelly.betts@colchester.gov.uk Website: [www.colchester.gov.uk/countrypark](http://www.colchester.gov.uk/countrypark)