

# The BD3 Forest School

## Gold Level Contract – in BD3 Cluster

**What is and is not included:**

- 8 - 15 children up to a maximum of 30
- Two fully qualified L3 Forest Schools workers based at the Forest School will lead the sessions. At least one member of staff from your school per 6 children will need to accompany the group.
- Access to 10 x 2 hour sessions in the Forest School.
- A member of the BD3 Forest School team will meet with the attending staff(s) at least two weeks before the planned visits for a maximum of 30 mins to help plan the visit. This will normally take place during your staff's planning meeting(s).
- Use of all waterproofs and wellies (if needed) and all equipment and tools.
- We transport the children to and from the BD3 Forest School (in our 17 seater minibus)
- We supply all refreshments, including regular drinks (if needed).
- All risk assessments provided by us - modification may be needed by individual schools as not all children have the same needs.

**Fee:**

The cost of the above is £450.00.00 for up to 15 children. Numbers over 15, e.g. between 16 and 30 pupils, and the cost doubles to £900.00.

**Bookings and Cancellations:**

- Bookings should be made through the Lead BD3 Forest School Worker, Ms Sam Loker or Mr Jonathan Longmire.
- Bookings should be made via email, [sloker@peelpark.bradford.sch.uk](mailto:sloker@peelpark.bradford.sch.uk), [jlongmire@peelpark.bradford.sch.uk](mailto:jlongmire@peelpark.bradford.sch.uk) - telephone bookings will not be accepted.
- Cancellations must be submitted via email and followed up with a telephone call (01274 639377) at least two weeks in advance for schools and settings to obtain a refund and allow the Forest School staff to contact other schools and settings to fill up the booking.
- Cancellations made within two weeks of the booked date will not receive any refund(s).

**Payment:**

- Invoices will be generated and posted out to schools/settings, by the Business manager at Peel Park, at the time of booking.
- Payment should be made within two weeks of the first booked session.
- Late payment of between 3 weeks and 8 weeks of the first session will incur a 10% surcharge. Late payments of 8 to 12 weeks or more of the first session will incur a 50% surcharge. Late payment of 12+ weeks will incur a 100% surcharge of the total cost.

Name of School:	
Date(s) of Forest School booking:	
Signature of Headteacher/Head of Setting:	
Name of HT/Head of Setting:	
Date form completed:	

*Section below to be completed by Forest School:*

Booking taken and confirmed by:	
Invoice generated and posted on:	