

# The BD3 Forest School

## Silver Level Contract in BD3 Cluster

### What is and is not included:

- 8-15 children per session- max
- Two fully qualified L3 Forest Schools worker based at the Forest School will lead the sessions. At least two members of staff from your school per 15 children will need to accompany the group.
- 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 120 mins to help plan the visit. This will normally take place during your staff's planning meeting(s).
- Access to 6 x 2 hour sessions in the Forest School per half-term (12 hours in total).
- Use of all waterproofs and wellies (if needed) and all equipment and tools.
- You transport the children to and from the BD3 Forest School.
- We supply all refreshments, including regular drinks and lunch (if needed) - this is weather dependent.
- 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 £315 for up to 15 children for schools and settings. Numbers over 15, e.g. between 16 and 30 pupils, and the cost doubles to £630.

### Bookings and Cancellations:

- Bookings should be made through the Lead BD3 Forest School Worker's, Ms Sam Loker or Mr Jonathan Longmire.
- Bookings should be made via email, to: [sloker@peelpark.bradford.sch.uk](mailto:sloker@peelpark.bradford.sch.uk) or [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:	