

# Kent Wildlife Trust Education

## School Visit Booking Conditions



Thank you for your booking. By making this booking you are confirming that the below information has been approved by leadership at your school, and you are happy to go ahead with the booking as stated in your confirmation email.

### 1. Booking Process

- All bookings must be made in advance via the Kent Wildlife Trust Education Team.
- A completed booking form must be submitted, after which a booking confirmation email will be sent. All bookings must then be confirmed by the school at least 14 days in advance via the provided link.
- Provisional bookings will be held for 14 days; if not confirmed within this period, they may be released.
- Exclusive use of the site cannot be guaranteed and you may need to share the site with other schools/groups.

### 2. Pricing and Payment

- Prices are available on our website and confirmed at the time of booking. Prices on website may vary depending on dates, size of group and/or workshop.
- An invoice will be issued following your visit based on the number of learners (or minimum charge for smaller groups) stated on your booking form, plus any additional learners who attend on the day.
- Payment must be made in full within 30 days of your visit.

### 3. Cancellations and Amendments

- If you wish to make amendments to your booking, please give us at least 14 days notice.
- Amendments to dates or group sizes must be requested in writing and are subject to availability.
- If changing a date, once availability has been confirmed, a new booking form will need to be completed.
- Cancellations must be made in writing as soon as possible.
- If a cancellation is made less than 14 days before the visit, Kent Wildlife Trust reserves the right to charge the full amount.

### 4. Supervision and Behaviour

- Schools are responsible for ensuring appropriate adult supervision in accordance with recommended ratios:
  - **EYFS & KS1:** 1 adult per 4 pupils
  - **KS2:** 1 adult per 6 pupils
  - **KS3 & above:** 1 adult per 10 pupils
- If a child requires a 1:1, schools must ensure this adult is not counted as part of the above adult supervision ratios.
- Teachers and accompanying adults are responsible for student behaviour at all times and must ensure they follow safety instructions during activities.
- Kent Wildlife Trust reserves the right to end an activity if behaviour is deemed unsafe.

### 5. Health and Safety

- A risk assessment is accessible via our website; a link will be provided in the booking confirmation prior to the visit.
- Schools are responsible for carrying out their own risk assessments. Site visits can be arranged within site opening hours however Kent Wildlife Trust staff may not always be available to show school staff around.
- Any allergies, medical conditions, or SEND requirements must be communicated in advance.
- Visiting groups should bring their own first aid kit and appointed first aider. First aid kits are available at all our education centres, should they be required, and staff are first aid aware and trained to varying levels.

### 6. Weather and Clothing

- Visits take place outdoors in all weather conditions unless deemed unsafe by Kent Wildlife Trust.
- Students and staff must wear appropriate clothing, including waterproofs, warm layers, and sturdy footwear.
- In extreme weather conditions, Kent Wildlife Trust reserve the right to cancel/reschedule the visit on safety grounds.

### 7. Liability

- Kent Wildlife Trust holds public liability insurance; however, schools are responsible for ensuring their own insurance covers off-site visits.
- Kent Wildlife Trust is not responsible for loss or damage to personal belongings.

### 8. Photography and Media

- Any photography by the school must respect privacy and safeguarding guidelines. Out of courtesy, please ask our tutors before taking photographs with them included.
- Kent Wildlife Trust will not take photographs, except when express consent and permission has been received from school and parents in advance.

### 9. Accessibility

- Kent Wildlife Trust aims to make visits as accessible as possible. Please discuss any specific accessibility needs in advance.
- Some sites may have uneven terrain, and provisions may need to be arranged accordingly.

For any questions, amendments, or cancellations, please contact: **Kent Wildlife Trust Education Team:**  
Email: [education@kentwildlife.org.uk](mailto:education@kentwildlife.org.uk)  
Phone: 01622 662012



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