

BOOKING AGREEMENT

Congratulations, you have been successful in booking your visit to OpenZone @ the Word. Your visit is confirmed for:

Date: _____ Time: _____
 School: _____ Contact: _____

In booking your day at OpenZone @ the Word, there are a number of things you need to remember. You will need to:

- Provide a class list on arrival.
- Have appropriate number of staff to children as a minimum. We would always suggest at least 2 members of staff, but refer to your own school policy. We encourage you to have adult helpers on your trip.
- A First Aider should accompany the group with your own first aid kit including any inhalers, EpiPens etc. needed by students.
- Please make centre staff aware of any specific medical needs i.e. nut allergies.
- A risk assessment should be carried out prior to the visit. Generic risk assessments are available from OpenZone on request.
- Arrange your bus to drop off and collect from layby to the rear of The Word.
- Inform centre staff of arrival and departure times.
- Alert centre staff of any children with SEN, behavioural or safeguarding needs.
- Please be aware that we may use the pictures, videos or work as display in our centre, social media or website. Please inform staff if this is not supported by your school policy.
- Have relevant permission forms signed, for example for photographs, and bring along a camera for photo evidence of your day.
- Inform centre staff of any children who cannot have their photo/video taken.

Checklist for visit:

- | | |
|--|--------------------------|
| Class List | <input type="checkbox"/> |
| Appropriate staff ratio | <input type="checkbox"/> |
| First Aider | <input type="checkbox"/> |
| First aid kit | <input type="checkbox"/> |
| Other medical equipment if necessary | <input type="checkbox"/> |
| Packed lunches (if staying all day) | <input type="checkbox"/> |
| Bus booked | <input type="checkbox"/> |
| Informed centre staff of arrival and departure times | <input type="checkbox"/> |
| Risk assessment completed | <input type="checkbox"/> |
| Camera | <input type="checkbox"/> |
| Day's activities discussed with OpenZone Advisor | <input type="checkbox"/> |
| Booking form completed and returned to OpenZone | <input type="checkbox"/> |

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To be completed by school and returned as soon as possible to either:

Fax: 0191 4277728

Email: Julia.small@ictinschools.org

Post: OpenZone @ The Word, 45 Market Place, South Shields, NE33 1JF

Name of School:	
Teacher Contact Name:	
Contact Telephone:	
Contact Email:	
Number of pupils:	
Year Group:	
Arrival time:	
Departure time:	
Number of staff accompanying including teacher:	
Number of other adults accompanying:	
First Aider's Name:	
Have you any children with particular SEN, behavioural or safeguarding issues we should be aware of? If so please give a brief description:	
Have you any children with other medical needs? If so please give a brief description:	
Have you any children with dietary special needs? If so please give a brief description:	
Have you any children who cannot have photos/video taken? If so please identify on your visit:	
Description of activities if self-led:	