



Green Schools



School Booking

Centre for Wildlife Gardening
 28 Marsden Road
 London
 SE15 4EE
 Tel: 020 3897 6151
 Email: amarch@wildlondon.org.uk
 Web: www.wildlondon.org.uk



School details	
School name:	
School address:	
Postcode:	
Borough:	
Teacher's name:	
Contact phone number:	
Email:	
Please tick this box if you would like to be kept informed of our school education programme <input type="checkbox"/>	
Session details <i>*Please note: School bookings are available on Mondays, Tuesdays and Thursdays</i>	
School type (academy, independent, etc):	
Date and time of visit(s): (10.30am to 12.00pm or 1.00pm to 2.30pm)	
Number of children per group (up to 30):	
Year group:	
Session Topic:	
Invoicing details	
Number of classes	
Price per Visit <small>*Discount available for Southwark schools, see page 2 for details</small>	£ 100+VAT (£120 inc. VAT)
Total	
Contact name for invoice:	
Email address for invoice:	
Phone number for invoice enquiries:	
Purchase order no (if known):	

PTO for extra details to help us prepare for your visit

Protecting **London's wildlife** for the future

The London Wildlife Trust is a company limited by guarantee registered in England and Wales no. 1600379 and registered charity no. 283895.

Preparation carried out with learners prior to session?:

Details of children with special educational needs:

Details of access requirements:

Any other additional requirements:

Session availability and fees

- **Centre-led visits:** Mon, Tues and Thurs. £100 (+VAT) per session. Southwark schools £80* (+VAT) per session. Maximum 30 children.
Access to classroom and equipment included. Session fully supported by staff and trained volunteers. Available 10:30am-12:00pm, or 1:00pm-2:30pm.
- **Forest school visits:** £100 (+VAT) per 2 hour session, £550 (+VAT) for 6 sessions (*min. 6 sessions advised*). Southwark schools £80* (+VAT) per session, £450* (+VAT) for 6 sessions. Maximum 15 children. Sessions are led by a Level 3 Forest School practitioner. Available at Bellenden Road Nature Garden between 10:00am-12:00pm or 1:00pm-3:00pm.

***Discount available for Southwark schools.** We are able to deliver our schools programme thanks to funding from the Players of People's Postcode Lottery. To promote our work and to thank our funders, we often publicise our activities on our website and social media. We ask school's participating in discounted sessions to gain consent from parents so we can celebrate your visit with a photo. Whole class consent does not have to be gained, you can let us know for which children permissions have been given during your visit. Please indicate on booking form if you are a Southwark school and wish to participate.

Payment

- Payment is by invoice, and must be paid within 30 days of the invoice being issued.
- Invoices will be raised via the email address provided on your booking form. If you wish for the invoice to be sent directly to your finance officer or bursar, please include their email address in your booking form.
- If you wish to pay by cheque or cash, please wait until you have received your invoice, which will include the correct address to send to.
- Please do not bring payments on the day with you, as they will not be accepted.

Cancellations and postponed sessions

- If you need to cancel your booking, please inform us a minimum of 5 working days in advance of the date. If you do not cancel in advance you will be charged an admin fee of £50 for the non-cancellation of the booking. Advanced cancellations will be fully refunded if your payment has already been processed.
- If you need to reschedule your booking, please inform us 5 working days beforehand in advance of the date. Sessions not rescheduled in advance will be liable to an admin fee of £50.
- Sometimes sessions will need to be postponed or cancelled at short notice due to unforeseen circumstances (i.e. adverse weather conditions). If this occurs, your session will be rescheduled to a later date without incurring any admin fees. Sessions will be fully refunded if you are unable to reschedule.

Site information

Pre-session visits and risk assessments

All of our activities and the park have been risk assessed for use by school groups. If you wish to conduct a visit of your own, Centre for Wildlife Gardening is open 10:30am-4:30pm, Tuesday-Thursday and Sunday. Bellenden Road Nature Garden can be accessed by appointment only. Our schools risk assessment is available upon request. Any questions that cannot be answered by staff on site can be sent to Abi at amarch@wildlondon.org.uk.

Photography consent and social media posts

London Wildlife Trust relies on photographs and occasional filming to publicise our work and increase public support for wildlife and wild space in London. If you are happy for London Wildlife Trust staff and volunteers to take photographs of any children in your care, solely for the use of London Wildlife Trust, in accordance with the Data Protection Act 1998, please fill in the form attached alongside this document in your email.

If your teachers and support staff are taking pictures on the day, please send us any links to published trips or information regarding your visit to Centre for Wildlife Gardening.

If you are posting your session via social media channels, please mention, tag or post to London Wildlife Trust and Camley Street Natural Park below:

- Facebook: [London Wildlife Trust](#) Tag: @LondonWildlifeTrust
[Centre for Wildlife Gardening](#) Tag: @camleyst
- Twitter: [Wild London](#) Tag: @WildLondon
[Centre for Wildlife Gardening](#) Tag: @WildGardenCtr

What to bring on the day of your visit

- Good footwear for uneven surfaces and a fleece and/or raincoat if cold or forecast for rain.
- The correct number of teachers and support staff per child.
- First aider
- Packed lunch if staying on site before/after your session.

Site location and transport

Centre for Wildlife Gardening

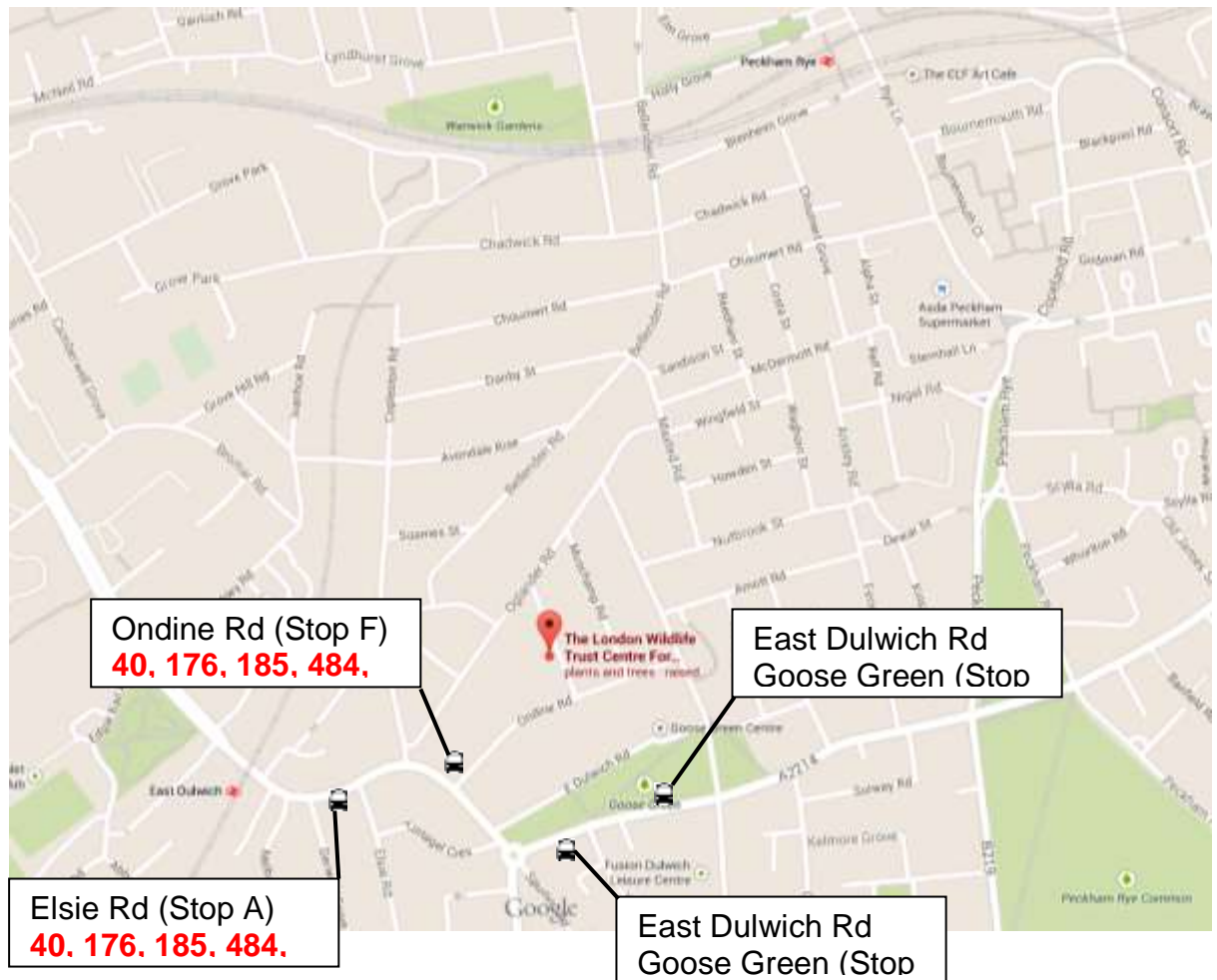
Address: 28 Marsden Road, London, SE15 4EE

By Train: Nearest stations are East Dulwich (approx. 0.4 miles away) and Peckham Rye (approx. 0.6 miles away). See map for locations relative to Centre for Wildlife Gardening.

By Bus: Nearest bus stops are Elsie Road, Ondine Road, East Dulwich Road Goose Green (Stop H) and East Dulwich Road Goose Green (Stop G). See map for locations relative to the Centre for Wildlife Gardening and bus numbers.

By Bike: Please ask a staff member and they will show you where bikes can be safely parked.

By Car: There is free street parking on Marsden Road and surrounding roads but no public parking inside the gates



Bellenden Road Nature Garden

Address: 18A Bellenden Rd, London SE15 5DR