

## EDUCATION VISIT BOOKING FORM – TOLD BY THE DIAL

**VISIT CHARGES – PLEASE MAKE A DONATION IF YOU ARE ABLE, SO THAT WE MAY CONTINUE OUR EDUCATION WORK.**

Mount Zion aims to be accessible to all pupils and students regardless of financial circumstances. However, we rely on the generosity of our visitors and friends, to allow us to continue to provide high quality learning outside the classroom.

Suggested donation per pupil for a visit (approx. 1 hour 45-minute duration) is £3.00. Please advise of the organisation name and the amount to be invoiced. Donations may also be brought with you on the day. All cheques should be made payable to Mount Zion Heritage Chapel. You may also pay by BACS transfer, please ask for details.

|   |                      |   |                                   |                                  |
|---|----------------------|---|-----------------------------------|----------------------------------|
| <b>ORGANISATION DETAILS</b>   |                      | <b>WE WOULD BE GRATEFUL IF YOU COULD FILL IN THIS FORM SO THAT WE ARE ABLE TO RESPOND APPROPRIATELY TO YOUR GROUP'S PARTICULAR NEEDS.</b> |                                   |                                  |
| Name and address of school or college:  |                      |   |                                   |                                  |
| Telephone number:   |                      |   |                                   |                                  |
| Email address:  |                      |   |                                   |                                  |
| Lead teacher's name and email address (if different):   |                      |   |                                   |                                  |
| Number of students:   |                      |   |                                   |                                  |
| Number of adults:   |                      |   |                                   |                                  |
| Age of students:  |                      |   |                                   |                                  |
| Visit details: please circle AM or PM.  | Dates:               | Day:  | Arrival time:<br>AM 10<br>PM 1.00 | Departure time:<br>12.00<br>2.30 |
| Transport:  | Public               | Minibus   | Walking                           | Other                            |
| Is space and time to eat a packed lunch required?   |                      | Please circle as appropriate: YES NO  |                                   |                                  |
| Please note there is no car park at Mount Zion, so please park, with consideration for our neighbours. Currently, although access to the chapel from street level is available via a ramp, there are no designated disabled toilets with wheelchair access on site. Transport is the school's responsibility. |                      |   |                                   |                                  |
| <b>We encourage schools and colleges to choose from our learning menu. Should you require bespoke content please explain your requirements in the box at the bottom of the grid; we will address your needs if possible.</b>  |                      |   |                                   |                                  |
| Focus of the visit  | Theme:               | Told by the Dial  |                                   |                                  |
|   | Learning objectives: |   |                                   |                                  |

|                  |   |  |
|------------------|---|--|
|                  | Curriculum focus:   |  |
|                  | Specific theme or focus if applicable:                            |  |
| Additional needs | If you have a children with additional needs, please let us know. |  |

When signed, please return your completed booking form to: [heritage@calderdalemethodistcircuit.org.uk](mailto:heritage@calderdalemethodistcircuit.org.uk)

Telephone: 07958 759075

Mount Zion Methodist Chapel, Per Lane, Ogden, Halifax HX2 8XG.

### EDUCATION VISIT TERMS AND CONDITIONS

Please read the following and then sign and return. By doing so you agree to all terms and conditions.

1. Whilst staff and volunteers will take all reasonable care, and work within clear health and safety and child protection guidelines, ***the responsibility for the care, safety and discipline of the children remains with the school at all times.*** A teacher who organises a visit to Mount Zion (hereafter referred to as the organiser) must appoint an additional responsible adult to accompany each working group (usually children work in two groups).
2. Whilst Mount Zion has its own health and safety policy, public liability Insurance and has carried out its own risk assessment, ***the organiser is responsible for their own risk assessment for the visit.*** If you would like to book a preliminary visit to facilitate you in carrying out an assessment, the Heritage Worker will provide assistance in you so doing.
3. ***The organiser is responsible for the management and discipline of the children throughout the visit*** and must ensure that they understand the need for respectful behaviour in a place of worship.

I agree to these terms and conditions:

Signature:

Date: