

The World Outside Terms and Conditions



Staffing and Ratios

- For our Forest School activities, a minimum of two staff members or responsible adults are required per session.
- Child-to-adult ratios are:
 - Ages 5 and over: 1 adult to every 6 children
 - Ages 3 to 5: 1 adult to every 4 children
 - Under 2 years: 1 adult to every 3 children

Health and Safety

- Please inform the Forest School Leader of any significant needs (e.g. medical, allergies, physical or learning disabilities, dietary requirements) at the time of booking.
- All necessary medication (e.g. asthma inhalers, epi-pens, healthcare plans) must be brought on site by school or group staff.
- Children cannot participate without the required information and/or medication.
- **School/group staff are responsible for first aid, medication administration**, and general pupil welfare.
- Each group must include a qualified first aider and a first aid kit. If the group is split, each subgroup must have its own first aider and kit.

Group Management

- Groups of 15 or more may need to be split into smaller groups for certain activities.

Clothing and Equipment

- Children must wear suitable clothing for outdoor woodland activities:
 - Wellies or sturdy closed-toe shoes
 - Warm clothes, hats, gloves
 - Waterproofs and sun protection as appropriate
 - A change of clothes and an extra jumper are recommended
- **Footwear Notice: Sliders, open-toed sandals, and Crocs** are not suitable due to the uneven and rugged terrain.
Any child or adult wearing inappropriate footwear will not be permitted to take part in Forest School activities. This is for the safety of all participants.
- For full-day visits, packed lunches and drinks must be brought. The arboretum restaurant may not be open. **All rubbish is to be taken back to school with you.** Please **encourage the children to take responsibility** for their own rubbish. If not, **please bring a bin bag**
- Due to the natural and ever-changing environment of our setting, it may be necessary to adapt or amend the planned programme at short notice to ensure the group's experience remains safe, engaging, and enriching.

Booking and Payment

1. Bookings are only confirmed upon receipt and acceptance of a **completed booking form**.
2. Quotes are valid for 2 months from the date of issue.
3. The minimum charge for Forest School is £240 unless otherwise stated. Entry to the arboretum is not included unless specified in the quote.
4. Payments must be made via BACS transfer. **Cheques are not accepted**. A £25 fee applies for any cheque payment.
5. **Please ensure payments are made to the bank details stated on the invoice**
6. No deposit is required. Full payment is due within 21 days of invoice.
7. Late payments incur a £45 surcharge and 10% interest above the Bank of England base rate. An additional £40 accrues weekly until payment is received.
8. Invoices may be issued in advance. Please provide an appropriate email address for the finance department.

Cancellations, Alterations, and Changes to Bookings

- More than 6 weeks notice: No charge.
- 6 weeks to 1 months notice: 50% of the booking cost will be charged.
- Less than 1 months notice: Full booking cost will be charged.

Additional Terms:

- Unforeseen Cancellations: In the case of cancellation due to circumstances beyond our control within 4 weeks of the visit, payment is still due. However, we will arrange an alternative date.
- Alterations:
 - Alterations include any changes to the date, times, or a reduction in student numbers.
 - Changes to student numbers must be made at least one month before the booked date.

Accessibility and Inclusivity Statement

We are committed to inclusivity and strive to welcome all children to our Forest School. However, due to the natural woodland setting and our location on the side of a valley, access for wheelchair users and those with limited mobility can be challenging. We make every reasonable effort to accommodate additional needs and encourage early communication to discuss how best we can support all participants. Please ensure you visit the site prior to your visit to carry out a risk assessment and contact us to talk through specific accessibility requirements.

General Notes

- Attendance at Forest School **does not require arboretum entry**.
- **Arboretum access is not included** in Forest School activities unless explicitly stated in your quote.