



## The World Outside

### Terms and Conditions

For our forest school activities, we require a minimum of 2 staff or responsible adults per session. Our child-to-adult ratios are as follows:

- Ages 5 and over: 1 adult for every 6 children
- Ages 3 to 5: 1 adult for every 4 children
- Under 2 years: 1 adult for every 3 children

### Terms and Conditions

Please inform the Forest School Leader of any significant needs (medical, physical, allergies, learning or physical disabilities, dietary preferences etc.) of the children when booking.

Staff must have any necessary medications (asthma inhalers, epi pens, healthcare plans, etc.) for their pupils on site.

1. Children cannot participate if the appropriate information or necessary medications are not available on site.
2. School/group staff are responsible for first aid, medication administration, and overall pupil welfare.
3. Each group must have a qualified first aider and a first aid kit. If the group splits, each subgroup needs its own first aider and kit.
4. For groups of 15 or more, splitting into smaller groups for certain activities may be necessary.
5. Children should wear suitable clothing (wellies, warm clothes, hats, gloves, sun protection, waterproofs) and bring a change of clothes and an extra jumper.
6. If visiting for the whole day, bring a packed lunch and drinks. The arboretum restaurant may not be open. All rubbish should be taken back with you.
7. This quote is valid for 2 months from the date of issue.
8. The minimum charge for forest school is £220.00, unless stated otherwise. Entry to the arboretum is not included unless specified in the quote.
9. Payment is via BACs transfer only. Cheques are not accepted. A £25 fee applies for cheque payments.
10. No deposit required. Payment due within 21 days of invoice. Late payments incur a £45 surcharge and 10% interest above the Bank of England's base rate. Unpaid invoices accrue an additional £40 weekly.
11. Invoices may be issued in advance. Please provide an email address for the finance department.
12. In case of cancellation beyond our control within four weeks of the visit, payment is still due, and an alternative date will be arranged.
13. Cancellation policy:
  - Over 1 month's notice: No charge
  - 1 month to 2 weeks' notice: 50% of booking charge
  - Less than 2 weeks' notice: Full charge

Please note, attendance at Forest School does not require arboretum entry, and Forest School attendance does not include arboretum access.