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**Glasgow City Council
Countryside Ranger Team
Request for School Booking Form**



To book a half day session from April - March next year

Your Contact Details

Contact Name			
School			
Address			
Postcode		Telephone No.	
Your Email			

Class Details

Teacher's Name			
Primary Level		No. of Children	
Special Needs			
Class Topic			

no prior learning at beginning half way nearing end

Visit Details

Preferred Location (Ref to matrix of local sites)			
Preferred Date (Wed & Thurs only)	Option 1		
	Option 2		
	Option 3		
Time (am or pm)			
Preferred Activities & Proposed Experience Outcomes			

**Please respond with 4 weeks to secure your booking,
after this time your place may be re-allocated to another school.**

Email this completed form to :
GCC Countryside Ranger Service
countryside.rangers@glasgow.gov.uk
Tel 0141 287 9001 (Pollok Country Park only)
Tel 041 276 0931 (North & South teams)

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Please photocopy the completed booking form for your own reference

Information sheet ~ What to expect

What You Can Expect From Us:

- All activities will fit into the CfE, based on the information you provide in the booking form
- The location of the activity will be checked for safety prior to your visit and a risk assessment carried out for the activity.
- All activities will have all equipment provided
- GCC staff leading the session are qualified First Aiders with a mobile phone
- Officers running the session are fully vetted by the Police
- The sessions will involve minimum disturbance to the flora and fauna of the site
- If the session has to be cancelled (due to inclement weather or staffing) it will be re-arranged for a later date

What We Expect From the School:

- Teachers should take responsibility for discipline
- Teachers will be expected to supervise children when group work is needed
- No snacks permitted during the activity unless the child has dietary requirements
- To brief the children before the visit on what they will be doing
- To produce adequate supervision on the day with the use of helpers and classroom assistants. Countryside Rangers should not be counted as supervisors/supplementing the adult : child ratios
- Sites have limited and in some cases, NO toilet facilities. Children should be toileted before arriving.
- All adults & children should wear appropriate clothing and footwear for being outdoors in the countryside in inclement weather.

**The Countryside Rangers may wish to take photographs,
please inform us if this is not appropriate.**

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