

SLIEVE GULLION GUIDED WALKS BOOKING FORM

Please complete the following details and return a signed copy as soon as possible

Date of visit: _____

School / Group name: _____

School contact telephone/email: _____

Number and names of adults attending to ensure correct ratio and leaders for each group:

Number of children attending: _____ Class/age (e.g. P1): _____

Walk booked: (Please tick)

The Fairy Kingdom	<i>Nursery to P3 (ages 4 to 7)</i>	
Finn's Magical Forest	<i>Primary 3 to 5 (age 6 to 9)</i>	
Secrets of the Forest	<i>Primary 6 to 7 (age 9 to 11)</i>	
Save Our Squirrels	<i>Primary 5 to 7 (age 8 to 11)</i>	
Land of Legends	<i>Primary 4 to 7 (age 7 to 11)</i>	

Topics or ideas you would like to be covered if possible:

Time of Arrival to Slieve Gullion Forest Park: _____

Please allow time for toilets etc before walk begins.

Time of Walk (i.e. the time guide(s) will meet group): _____

Meeting Point : The guide(s) will meet the group at the Bottom of Hawthorn Hill beside play park.

Time of Departure: _____ Fee agreed: £ _____)

Payment must be made in advance.

Please pay by cheque or procurement order.

Cheques to be made payable to Newry, Mourne and Down District Council and sent to Visitor Information Centre (New building) Slieve Gullion Forest Park, Meigh, BT35 8SW.

Other information (Please circle): Additional Needs YES NO N/A
E.g. Allergies (nuts), Asthma, Behavioural Issues etc. *Please give details:*

Signature of Principal or authorised personnel: _____ **Date:** _____

TERMS AND CONDITIONS OF BOOKING

- Children less than 8 years old - A supervision ratio of **1 teacher: 6 pupils** is required.
- Children from 8-16 years old - A supervision ratio of **1 teacher: 15 pupils** is required.
- The supervision ratio should not include Enspire staff or one to one classroom assistants.
- The maximum number of pupils permitted is one class per walk.
- Where possible, the group should be divided into smaller groups of children with an adult group to lead each group.
- The school is responsible for preparing its own risk assessment for teachers, support staff and pupils.
- Teachers are responsible at all times for the **supervision, safety and discipline** of their pupils.
- Guides are not responsible for the medical care of group members.
- The school is responsible for checking with and obtaining written consent from parents that children may be photographed to be used by Council.
- The school is responsible for informing Enspire of any children who should not be photographed and obtain from the school an indemnity in respect of any costs claims loss or liability whatsoever suffered by Enspire as a result of any breach of this clause.

Group leaders, children and other **members of the party** should be made aware that it is important in an outdoor environment to please:

- Wear appropriate clothing and footwear
- Always walk on pathways when available
- Remember that rocks and paths may also be slippery and muddy after rain - caution is required
- Remain in groups with leaders at all times
- Ensure all obey the safety instructions of the leader of the whole group
- Watch out at all times for dangers, e.g. rabbit holes, nettles, fallen tree trunks, branches, steps, steep hills, passing traffic in car park
- Stay away from the waters edges

Please inform **all accompanying staff and pupils** that for **conservation reasons** the following are **not** permitted:

- Disturbing birds and other wildlife
- Dropping litter
- Picking flowers

Payment and Cancellation

Payment is due in full in advance of tour. At least 2 weeks' notice is needed for booking confirmation and payment. Cancellations need to be notified 7 days in advance or no monies will be refunded.

THINGS FOR TEACHERS TO CONSIDER BEFORE VISIT

Please ensure **EVERY TEACHER** receives a copy of the following document prior to visit...

1. On arrival, please confirm time of departure with guide to help them ensure the smooth run of the day.
2. The guided walks are 1 1/2 to 2 hours long depending on age, ability of group and weather. Leaving two hours aside for the walk, will ensure a relaxed and full educational experience.
3. There is no extra charge for longer walks as the guides wish the group to have the best possible experience to soak in the wonders of Slieve Gullion's magic and wildlife.
4. The walk time starts from the START of the talk at the bottom of Hawthorn Hill. The walk will be 1 1/2 to 2 hours from this point onwards. Teachers/group leaders are advised to leave EXTRA TIME for arrival and the organising of the group, e.g. toilet, breaks BEFORE the time booked for the walk. Fifteen minutes is recommended.
5. Toilets are located in Slieve Gullion Courtyard (through gate to walled garden) and portable toilets can be found at the right hand side of the play park.
6. Groups may take breaks with them and have them on the walk if they wish. Please bring hand wipes and bags for rubbish. Lunches can be left (at the school's own risk) in the huts in the play park.
7. Activities may have to be reduced, as will overall educational value, if the walk time has to be shortened due to a late arrival of the group or early departure.
8. To help with activities along the walk, please divide the class into 5 smaller groups with an adult helper allocated to each group.
9. If you wish, names could be given to each group, e.g. The Bluebells, The Squirrels, The Foxes, The Owls, The Butterflies.

Visitor Information Centre (New building) Slieve Gullion Forest Park, Meigh, BT35 8SW

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- Suggested timetable: Group arrives at 10.00am - toilets, break
- Guided walk - 10.15 - 12.15pm (meet guide at bottom of Hawthorn Hill to the left of play park)
- Children have lunch and play in the play park - 12.15 - 12.45pm
- Departure - 12.45pm

10. If booking a second group, this group will leave for the walk 20/30mins later than first group, allowing time for a break / play park / toilets etc before starting their guided walk.