

## 4. PLANNING/BOOKING SHEET - Primary



Please use this section if you are considering a school visit to The Hockerton Housing Project (HHP). This will help both the school and HHP to be well prepared for your visit and ensure the students gain the most from the experience.

If you have not been to HHP before, it is likely that a HHP staff member will assist you in completing the form. You may also want to consider attending an after-school (4.30 -6pm) "come and see" event (no charge) for school teachers at which HHP provides a briefing on the educational opportunities and health and safety issues. Please contact HHP for dates and further details.

Could you please complete relevant sections and send a copy to HHP prior to the visit.

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Name of school

Name of head teacher

LA (please tick): Nottinghamshire County Council   
 Academy or Independant School

Full school address

Telephone number(s)

Email address

Name of teacher organising and leading visit

Year group(s)

Number of pupils expected to attend

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### 1. Selecting dates and times *(Please discuss these first with HHP)*

	Pre-visit in school session	Visit to HHP	Post visit in school session
Dates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Timings (Arrival - Departure)	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2. Selecting topics \* *(all topics include the mapping exercise)*

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Water        | Please tick your selections<br>* Up to 3 topics for $\frac{1}{2}$ day session (assuming class of approx 25-30 students) |
| <input type="checkbox"/> Food         |   |
| <input type="checkbox"/> Waste        |   |
| <input type="checkbox"/> Energy       |   |
| <input type="checkbox"/> Shelter      |   |
| <input type="checkbox"/> Biodiversity |   |

Examples: Sustainability in practice.

Designing your own sustainable environment

### 3. In-School IT facilities:

Please confirm which of the following are available at the school for HHP use for pre-visit session

- Television
- Video
- Powerpoint projector
- Computer for use with powerpoint projector

### 4. Planning for the visit day

Please confirm that the students/parents will be briefed to bring the following:

- Warm clothing including several layers, hats and gloves (*appropriate to time of year*)
- Waterproofs (*if possible*)
- Wellingtons (*preferable*) or spare pair of outdoor shoes
- Plastic bag for muddy shoes / wellies
- Thick pair of socks
- Sun cream (*if sunny weather a possibility*)
- 2 different coloured pencils or pens
- Packed lunch/Snacks (*Discuss with HHP - will depend on timings*)
- \*Waste group** to bring rags cut into approx 5-6 cm strips (as long as possible and equivalent to pair of adult trousers per pupil)  
*\* HHP may be able to supply these if it is not possible for students to bring*

### 5. Adult supervision to be provided by school

*HHP will provide 1 guide per student group, but each group requires one additional adult to manage the organisation and behaviour of the group*

Name	Teacher	Teaching Assistant	Parent	Other ( <i>please specify</i> )
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**We would advise NO PREGNANT WOMEN during lambing period** (*Please contact HHP to check dates*)

### 6. Health and Safety

The site and specific activities planned for the students have been assessed for risks and steps taken to reduce their potential. The LA currently considers the site a safe and suitable place for educational visits. However, as is policy for all educational visits, a teacher leading the visit must pre-visit the site and, with HHP, plan the specific visit with the needs of the specific pupils involved in mind.

The HHP 'Health & Safety Policies' can be requested from the HHP office via [contact@hockertonhousingproject.org.uk](mailto:contact@hockertonhousingproject.org.uk)

It would also be useful to let us know of any pupils with additional needs or special requirements. Please list below any students or adult helpers with relevant medical conditions or food allergies. This will help us plan your visit.\*

Name	Details of known medical conditions	Preferred course of action

*\*If additional space is required or additional items are to be included please attach at end of document on a separate piece of paper*

## 7. First Aid qualifications

Please add first aid qualifications of your adult helpers (including yourself) to those of HHP members

HHP Members / Employees		Adults accompanying school children	
Name	Qualification details	Name	Qualification details
Simon Tilley	First Aid Qualified		
Louise Lipman	First Aid Qualified		

**As the children are split into groups during their time here we would request that a school first aider is designated to deal with all first aid issues whilst on site.**

## 8. Toilets

Toilets are provided in several locations around the site for school visits. However it would be helpful if students went to the toilet before leaving school to reduce too much disruption at the start of the visit. A toilet with disabled access is available.

Please let us know in advance if you have any concerns about toilet arrangements.

## 9. Travel to HHP & Parking

If you do not know the location of HHP please follow this [link](#).

## 10 Recording the visit

If possible we will take a few digital images of your visit whilst students are doing the various activities.

Please tick the box if you are happy for images to be taken for your use only

Please tick the box if you are happy for images to be used by us also

*Please let us know of any specific children that we should not take any images of.*

## 11. Returning to school

When you return to school we would be very grateful for any feedback on how the visit went for you, some positives and also how we could enhance the visit! We would also be grateful if you could help us by letting us know of any other schools that we could contact who may be interested in visiting.

## 12. Costs

Please visit the website at [www.hockertonhousingproject.org.uk](http://www.hockertonhousingproject.org.uk) for our up to date costs. There maybe external funding available to support these visits - Please contact HHP if you would like further details.

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Signature of Teacher leading visit

Date:

Signature of Head Teacher

Date:

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When completed, please return to:

Hockerton Housing Project  
The Watershed, Gables Drive  
Hockerton  
Southwell  
Notts NG25 0QU

HHP Contact details

Tel 01636 816902  
Mob 07966 404457 (*For use on day of visit*)  
Email [contact@hockertonhousingproject.org.uk](mailto:contact@hockertonhousingproject.org.uk)  
  
Web [www.hockertonhousingproject.org.uk](http://www.hockertonhousingproject.org.uk)