

# Booking Form

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PLEASE COMPLETE THIS DOCUMENT BY CLICKING IN THE APPROPRIATE BOXES AND TYPING.

Once completed, please save to your computer using the SAVE button and email, with any further comment, to Sue Taylor (admin@cranedale.com).

Should you have any question regarding this document, please contact Sue Taylor on 01944 738687.

If you have any problems completing this form electronically, or if you would prefer to fill in this document manually, feel free to print out and post back your completed form to Sue Taylor, Kirby Grindalythe, Malton, North Yorkshire, YO17 8DB.

Please ensure that you are using the latest version of Adobe Reader, available FREE at <http://get.adobe.com/reader/>

**Please return this form at least 3 weeks before the start of the course.**

**This is essential in order that we can successfully make all pre-course arrangements.**



CRANEDALE  
CENTRE

natural environment and living world learning

# Notes for completing the Booking Form

## Staffing and Transport Arrangements

- Please remember to complete the section asking you about driving Centre minibuses and / or cars. Please tick appropriately for each member of staff attending
- Please remember to provide the Centre with your expected times of arrival and departure. These times are essential to our planning of your residential

## Special Diets

- Please print off a Special Diet Request Form for every person requiring a special diet and tick the box against their name when you receive their completed form.
- Please scan and email the form(s) to us as soon as possible or, if you have a lot of dietary requests, you may wish to post all the forms to the Centre

## Serious Medical Conditions

- Please inform the Centre if anyone in your party has any specific requirements as a result of disabilities or medical conditions which might impact on the student's ability to undertake fieldwork activities
- Please complete the medical section of this Booking Form with a brief summary of the condition
- Should the condition be serious we would appreciate further information, in writing, from parents or a doctor to assist us in providing the correct care and management for the student during their stay with us
- Please be aware that due to the remoteness of the Cranedale Centre, and many of its field sites, it could take 45 – 60 minutes for the emergency services to reach an individual. Should it be imperative that an individual has more immediate access to medical help then serious consideration should be given to whether or not the student should attend the fieldcourse

## Religious/Ethical Beliefs

- Please inform the Centre if anyone in your party has any specific requirements as a result of religious or ethical beliefs which might impact on the student's ability to undertake fieldwork activities

## STAFFING AND TRANSPORT ARRANGEMENTS

School/College

Course Dates

Total number of staff attending

Total number of students attending

Course Leader Name

email

### Visiting Staff

Please indicate, on the form below, whether accompanying staff would be prepared to drive their own students in Cranedale Centre vehicles on an occasional basis during the fieldcourse. Please tick as appropriate. Minibus drivers named below should hold a valid driving licence with a D1 class, and either be a Local Authority Minibus Driver or have at least 12 hours recent minibus driving experience.

	STAFF FULL NAME	Yes, I would be willing to drive a minibus	Yes, I would be willing to drive a car (up to 7 seats)	I am unable to drive any vehicle on the fieldcourse	
1					Please tick to indicate that all accompanying staff have received the staff joining instructions. <input type="checkbox"/>  Please tick to indicate that students have received the A Level and GCSE Induction sheet. <input type="checkbox"/>
2				<input type="checkbox"/>	
3					
4					
5					
6				<input type="checkbox"/>	

### Travel Arrangements

#### If travelling to and from the centre by rail:

Train arrival at Malton Station on first day

Please give an estimated time of arrival \_\_\_\_\_

Train departure from Malton Station on last day

Please give an estimated time of departure \_\_\_\_\_

#### If travelling to and from the centre by own transport:

Mode of transport ( etc)

cars  coach  minibus  other \_\_\_\_\_

Arrival at Cranedale Centre on first day

Please give an estimated time of arrival \_\_\_\_\_

Departure from Cranedale Centre on last day

Please give an estimated time of departure \_\_\_\_\_

If travelling by minibus or car, will these vehicles be available for use on your course if necessary? YES  NO   
(fuel will be supplied)

Wherever possible, it is requested that groups endeavour not to arrive at the Cranedale Centre before the starting time for their course (i.e. not before 11.00am for a course beginning in the morning and 5.00pm for a course beginning in the evening). This request is made due to the domestic arrangements at the Centre, which operate on a very tight schedule on first and last days.

# Special Diet Request Form

Please print off one of these forms for each person with a special diet.

NAME: \_\_\_\_\_

SCHOOL/COLLEGE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## Type of Special Diet - tick all that apply

- |                                     |   |                                   |                                   |
|-------------------------------------|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Gluten Free        | <input type="checkbox"/> Diabetic | <input type="checkbox"/> Egg Free |
| <input type="checkbox"/> Vegan      | <input type="checkbox"/> Lactose Intolerant | <input type="checkbox"/> Nut Free | <input type="checkbox"/> Other    |

If you've ticked 'other' please explain:

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## Vegetarians - tick all that you can eat

- Fish
- Shellfish
- Eggs
- Dairy
- Other

## Food allergies - tick all that apply

- Shellfish
- Eggs
- Dairy
- Nuts - type?
- Other

## Lactose Intolerant - tick all that apply

- Cannot eat any dairy products
- Lactose intolerant but can eat butter
- Lactose intolerant but can eat cheese
- Lactose intolerant but can eat cooked dairy
- Other

## Egg Allergy - tick all that apply

- Cannot eat cooked eggs - *e.g. boiled, fried, poached*
- Cannot eat products that contain eggs - *e.g. cakes, mayonnaise, Yorkshire puddings*
- Other

If you have ticked **Other** above or have more details on your exact allergy please give more details below.  
e.g. If the allergy is nuts please state whether the allergy is severe/mild. Are you allergic to all nuts or just one type?

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# Staff & Student Booking Form

School/College

Course Dates

**First Day Packed Lunches** Please mark the no. of lunch required in the coloured column below.

- FILLING**  
 1. Chicken Mayonnaise  
 2. Ham

- FILLING**  
 3. Cheese  
 4. Tuna Mayonnaise

- FILLING**  
 5. Strawberry Jam  
 6. Plain Chicken

STAFF / STUDENT NAME	PARENT / GUARDIAN CONTACT NO.	PACKED LUNCH No.	SPECIAL DIET If Yes is ticked, please ensure a separate Diet Request Form is completed		SERIOUS MEDICAL CONDITIONS
STAFF NAME	Tel No.	2	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Please advise us of any medical conditions 70 characters max
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School/College

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