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 The Administrator (cranedaleadministration@cranedale.com).

Should you have any questions regarding this document, please contact The Administrator 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:
The Administrator, 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

v: 6.0 March 2018

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
- Cranedale Centre is a NUT FREE Centre and students and teachers are asked NOT to bring nuts or products containing nuts on to the premises.

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

In order to facilitate the smooth running of your field course, or in the event of an emergency hospital visit, it may be necessary to ask one or more visiting staff to drive Cranedale Centre vehicles. If you are able to nominate at least one driver, please do so below. Each nominated driver should provide us with a CHECK CODE in advance, www.gov.uk/view-driving-licence Thank you.

	STAFF FULL NAME	Yes, I would be willing to drive a minibus	Yes, I would be willing to drive a car	I am unable to drive any vehicle on the fieldcourse
1				
2				
3				
4				
5				
6				

Please tick to indicate that all accompanying staff have received the staff joining instructions. ☐

Please tick to indicate that students have received the A Level and GCSE Induction sheet. ☐

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 _____ am ☐ pm ☐

Train departure from Malton Station on last day — Please give an estimated time of departure _____ am ☐ pm ☐

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 _____ am ☐ pm ☐

Departure from Cranedale Centre on last day — Please give an estimated time of departure _____ am ☐ pm ☐

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

The catering staff at the Cranedale Centre work hard to ensure everyone visiting us is well-catered for, including anyone who has specific dietary requirements. Therefore please do send any relevant dietary information to us **at least 3 weeks in advance** in advance so that we can adequately prepare for your arrival to the Centre.

Please complete accurately using BLOCK CAPITALS thank you

Contact Detials

NAME: _____

SCHOOL/COLLEGE: _____

TEL/MOB: _____ **EMAIL:** _____

1. Do you have a food allergy? ☐ YES ☐ NO

SEVERE ANAPHYLACTIC REACTION ☐ YES ☐ NO

Please provide specific details to what exactly you are allergic to: _____

2. Do you follow one or more of the following diets? ☐ YES ☐ NO *(Please tick all that apply)*

☐ Halal ☐ Vegan ☐ Pescatarian ☐ Vegetarian ☐ Other

☐ Gluten Free ☐ Lactose Free / Intolerant ☐ Nut free ☐ Egg free

If you are Egg Free please complete the following:

Can you eat cooked eggs? ☐ YES ☐ NO

Can you eat products that contain eggs as an ingredient? ☐ YES ☐ NO

If you are Lactose Intolerant please complete the following:

Lactose intolerant to all dairy products ☐ YES ☐ NO

Lactose intolerant but can eat butter ☐ YES ☐ NO

Lactose intolerant but can eat cheese ☐ YES ☐ NO

Lactose intolerant but can eat cooked dairy ☐ YES ☐ NO

3. If you have ticked **Other** above or have further details you feel we should know, please state your requirements below.

_____

_____

_____

Consent

☐ On behalf of my school/college I consent to Cranedale Centre using the personal data below to facilitate the organisation and delivery of our fieldcourse.

☐ On behalf of my school/college I consent to The Cranedale Centre using, for marketing purposes, any photographs or videos taken of our students/pupils undertaking fieldwork or other activities at the Centre

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Our data collection and processing policies are in accordance with the General Data Protection Regulations and as such, data collection from you will comply with those regulations, including but not limited to the following.

You have the right to ask for your data to be given to you either as a printout or in electronic form as an excel spreadsheet or in PDF or CSV file format.

You have the right to ask for inaccuracies in your data to be corrected.

You have the right to ask for your data to be erased.

Staff & Student Booking Form

School/College **Course Dates**

First Day Packed Lunches: *Please mark the no. of the lunch required in the coloured column adjacent to the name of the recipient. Please note that Green Salad (7) is available with all choices so if you require Ham Salad please insert the number* **27** *in the box. You* ***cannot*** *mix other choices.*

FILLING	FILLING	FILLING	
1. Chicken Mayonnaise	**3.** Cheese	**5.** Strawberry Jam	**7.** Green Salad
2. Ham	**4.** Tuna Mayonnaise	**6.** Hummus	

STAFF / STUDENT NAME	PACKED LUNCH No.	SPECIAL DIET If Yes is ticked, please ensure a seperate Diet Request Form is completed	SERIOUS MEDICAL CONDITIONS
STAFF NAME	2	✓ Yes ☐ ✓ No ☐	Please advise us of any medical conditions 70 characters max.
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FILLING
1. Chicken Mayonnaise
2. Ham

FILLING
3. Cheese
4. Tuna Mayonnaise

FILLING
5. Strawberry Jam
6. Hummus

7. Green Salad

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