

Education booking terms and conditions

To book an education programme please sign the enclosed booking form and return within 14 days of receipt.

Your booking will remain provisional until a signed, completed booking form is received. If it is not received within this period of time the booking will be cancelled and the date(s) offered to another school.

Coventry City Council will invoice you after your visit based on the numbers attending.

If more children are present on the day than originally stated we will invoice you after your visit for the extra spaces.

Please be advised once we have received your booking form our cancellation policy will apply:

Cancellations

The cancellation policy is as follows. If you cancel an activity you will be charged and invoiced at the following rates:

Cancellation on the day of the visit -----	Full amount payable
Up to 30 days before visit -----	Full payment of balance
31- 60 days -----	50% of balance plus an administration fee of £15.00
61- 90 days -----	25% of balance plus an administration fee of £15.00
91 or more days -----	No Charge

If Coombe Country Park cancels your booking for any reason you will be offered another date/ activity or the choice of cancelling your visit without incurring any penalties



Health and Safety guidelines

Please note that the points below are to help ensure that you have a safe and enjoyable visit to Coombe Country Park.

It is the responsibility of the school to provide adequate supervision for their group. Please note that Coombe staff are there to provide the educational element of the visit, not to supervise or discipline the group; this remains the teacher/group leaders responsibility. Coombe staff should therefore not be included in your supervisory ratios.

The table below shows the minimum supervisory ratios for school visits at Coombe Country Park: (NB. We do not charge for the adults when schools use the education service at Coombe)

Age Group	Ratio Adults to children
Nursery (ages under 5)	1:4
Key Stage 1 (ages 5-7)	1:6
Key Stage 2 (ages 7-12)	1:8
Key Stage 3 and 4 (ages 12-16)	1:10
Key stage 5 and above	1:15

NB. The ratios differ for both the River Study package and orienteering

For River Study we require you to bring 4 adults so that there are 2 adults per group (we will split each class into 2 smaller groups).

For Orienteering we ask that all supervising adults remain with the group throughout this activity. For younger groups (7-9) we recommend adult supervision for each team. For the older children the adult supervision for each team is left at the schools discretion.

All those attending must be prepared for all weather conditions, e.g. stout footwear, waterproofs and warm clothes. In severe weather conditions the activity may have to be cancelled and there is no wet weather alternative.

Risk Assessments

The school is responsible for carrying out its own risk assessment for the trip. Coombe Country Park does have risk assessments for activities. These will be sent out once the booking form has been received. These are for guidance only and should not replace the schools own assessment.

Groups involved in water based activities must be aware of the risk of water borne infections e.g. Weil's Disease. The risk is low but if members of the group feel unwell after attending the activity they should consult their doctor and inform them that they may have been exposed to water borne infections (see separate information sheet).

There is also a low risk, especially amongst adult participants, of being infected with Tetanus. Those participating in activities that involve rummaging in woodlands and grasslands should cover all cuts/abrasions.

Additional information

We have a small cloakroom on site for storage of bags, coats and lunches. We cannot be held responsible for the loss or damage of any participants' property.

There are picnic / barbeque areas on site. If the weather is wet /cold it may be possible to use the Field Studies Centre (please ask before you visit to check availability).

There is an information centre and gift shop on site that sells a wide variety of gifts and ice creams. Please note that there are only 10 students allowed in at one time and these must be supervised by a responsible adult.

If the group is involved with The River Study programme then they must bring a pair of wellies to be involved in the water experiments.

We will provide all equipment for your led activity.

Coombe Visitor Centre is a no smoking building.

In order for us to comply with Fire safety regulations please can you ensure that you bring with you a register of the children's names and carry it with you at all times.



Coombe Country Park information sheet

Please remember this is for your information only. The risk of contracting any of the below is very low.

Leptospirosis - Weil's disease

What is it?

Leptospirosis is a bacterial infection carried by animals such as rats and foxes. It is excreted in their urine and can contaminate fresh water or damp soil. Leptospirosis bacteria can enter the body through broken skin, eyes, nose or mouth, or from swallowing contaminated water/soil.

Precautions you can take.

- Cover all cuts, abrasions and broken skin with waterproof plasters before working near or in with water that is possibly contaminated.
- Clean and cover any cuts or abrasions obtained while working in or near water.
- Wear appropriate footwear to avoid cutting feet and waterproof clothing e.g. Wellington boots.
- Do not rub your face, mouth or eyes with your hands while working in water.
- Always wash hands before eating and drinking.

Tetanus

What is it?

Tetanus (Also known as lockjaw) is caused by bacteria getting into the body through a wound. Tetanus usually picked up from contaminated soil. Tetanus is quite rare in the U.K, as most people have been vaccinated against it.

Precautions you can to take

- Cover all cuts, abrasions and broken skin with waterproof plasters.
- Clean and cover any cuts obtained as soon as possible.

Lymes disease

What is it?

Lymes disease is caused by an infection transmitted by a bite from the wood tick, a blood-sucking parasite that normally lives on deer. The wood tick is found in many areas, particularly in forests where deer are common.

Precautions you can to take

- Take care when changing and avoid areas with long grass or bracken which may harbour ticks.
- Spray insect repellent on clothes and on exposed skin other than the face.
- Avoid shorts and wear a long-sleeved top for added protection.



