



Horton Kirby Environmental Studies Centre Booking Form 2011 / 2012



How to make a booking

- **Complete the form** - please fill in the form opposite with as much detail as you can (see notes on back page)
- **Send the form to Horton Kirby** - by post, fax or e-mail
- **Date allocation** - We will allocate dates for visits on a first come first served basis. The proposed dates will then be e-mailed to your school.
- **Confirmation** - when you have received these dates, please check them for suitability. If all is ok please sign and return the form to confirm the booking. If any dates are unsuitable please contact us as soon as possible.

NB. Your Visit is NOT booked until we receive the signed confirmation form from you.

Name -		Phone -			
School -		Fax -			
School Address -		E-mail -			
Preferred days -			Dates / days to avoid -		
Preferred term	No of Classes per visit <small>(max 32 pupils per class)</small>	Year group	Teachers name	Activity / Topic	No of Coaches
<i>e.g. early Spring</i>	2	1 4	<i>Miss Jones Mr Smith</i>	<i>Growth Habitats</i>	2