

REGISTRATION FORM

(including medical and dietary info)

Please complete this form and return to the Centre **no later than 2 weeks prior to course start date**.
Our hospitality and catering team require this important information in advance to plan and prepare for your visit.

Name of organisation

Realschule Ochtrup

Course and Date

2.2.20 - 8.2.20 One class - total inclusio
4

How will you travel to the centre?

Train

☐

Coach

☒

Own mini-bus

☐

Own car

☐

Please tick one box

Expected time of arrival

app. 18.30

Expected time of departure

07.00

How do you plan to travel to field sites during your course? (Please tick one box)

Centre transport*

☐

own car/minibus

☐

own coach

☒

*contact the centre for details and current prices.

If using your own coach, will your coach driver(s) require food/accommodation for the duration of your stay? Please state how many drivers.

Yes

☐

No, they will not stay

☐

If using your own vehicle(s)

Will this be available for use during the course?

☐

Can you confirm there is space for FSC teaching staff during the course

☐

Will there be any spare seats for use by other students? How many?

☐

Would your insurance cover such extra passengers?

☐

Please mark each box with
Yes or No

In an effort to cut down on the waste we produce at the centre, we no longer offer afternoon cake to schools as part of our price. We have introduced a biscuit/cake/flap-jack into our packed lunch selection. We can still arrange afternoon cake to be made for your group on request, at a small additional cost. Please let us know if you would like to arrange this for your group.

Please be aware, we are a NUT FREE centre and ask that all guests refrain from bringing any nut based products to the centre. If you like further information on this, please contact the centre. Thank you for your co-operation.

Course Date

2

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males

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females

males

10

Please list staff names accompanying the group first and indicate that they are staff

RSO 0049 2553 93520

Name of all staff and students		Sex M/F	Dietary information (indicate any special dietary requirements e.g. VEGETARIAN (if will eat fish, dairy etc.) FOOD ALLERGIES (foods that cannot be eaten))	Medical information Please indicate if students carry an inhaler or epi-pen. condition Medication – please indicate where medication will be kept		Emergency contact number
surname	forename					
Hallenkotte	Sarah Marie	F	—			
Stohldrey	Marie	F	—			
Bricic	Isolireu	F	—			
Gashi	Reidiana	F	no pork			
Sauer	Kaja	F	—			
Piel	Benjamin	M	—			
Kockmann	Tina	M	—			
Kötterheide	Lia		—			
Föllmann	Timo	M	no drinks only sparkling water		needs potatoes, no needles	
Hackwerth	Hildegard		Lactose			
Vonnegut	Rabe		} Stoff			
Kievit	Rouven					
Heindirk	Marica					

We ask that Group Coordinators ensure they can fulfil their commitment to this partnership by reading the Terms and Conditions for your visit and the Centre Code of Behaviour and sign the Agreement below. Please return a signed copy together with you booking forms. If you have any concerns, or need clarification, please don't hesitate to discuss this with Centre staff.

We hope you and your pupils enjoy your visit to Margam Discovery Centre. We are very proud of our Centre and endeavour to make all aspects of your visit a positive experience.

Jane Richmond
Head of Centre

**AGREEMENT FOR CO-ORDINATIONS OF COURSES FOR EDUCATIONAL GROUPS
AT THE FSC, MARGAM DISCOVERY CENTRE**

Please sign below to indicate you have read and agree to the above.

Name H. Hackbart
School Realschule Ochtrup
Date of visit 2/2/2020 - 8/2/2020
Signature H. Hackbart

FSC Margam, Margam Discovery Centre, Margam Park, Port Talbot SA13 2UA

01639 895636 enquiries.mp@field-studies-council.org

Field Studies Council is a Limited Company, registered in England

President: Prof Timothy Burt

and Wales No. 41261 and a Charity, No. 313364 Registered Office:

Executive Committee Chairman: Prof Desmond Thompson

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**INVESTORS
IN PEOPLE**

AGREEMENT FOR CO-ORDINATORS OF COURSES FOR EDUCATIONAL GROUPS AT THE FSC, MARGAM DISCOVERY CENTRE

Dear Group Coordinator,

The purpose of this agreement is to confirm FSC procedures and the responsibilities of FSC staff, Group Coordinators and Students.

FSC will be responsible for ensuring the following:

- The Margam Discovery Centre will be Risk Assessed with the significant findings documented and acted upon.
- All FSC vehicles will be well maintained and their journeys Risk Assessed. Where FSC hires vehicles, e.g. coaches to transport students whilst at the Centre, FSC will ensure that only reputable companies are used.
- All sites for fieldwork and other activities led by FSC will be comprehensively risk assessed and FSC Tutors will be capable of carrying out ongoing Risk Assessments at field sites and amend the fieldwork or activities if required due to group, weather or other circumstances.
- The FSC Margam Discovery Centre will have a duty system with FSC duty staff contactable on the site all times that students are at the Centre. All FSC duty staff will be first aiders.
- The duty member of staff will be responsible for ensuring the building is made secure at night.
- All FSC staff will have a satisfactory CRB disclosure check and be ISA registered as required by the Vetting & Barring Scheme.

Group Coordinators must be responsible for the following:

- The responsibility for the group, including behaviour, lies with your teaching staff at all times.
- Risk assessing the journey to and from the Centre.
- Ensuring any activities not led by FSC staff are appropriately risk assessed.
- It is the responsibility of the group co-ordinator to ensure all adventurous activities are properly risk assessed and booked by the group themselves. FSC accepts no responsibility for activities NOT delivered by FSC staff.
- Providing a point of contact in the event of problems.
- Ensuring that FSC is made aware of any student medical, dietary or health issues, or special educational needs in sufficient time, prior to the course. Please ensure documentation is required promptly and at least two weeks before your visit.

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- Ensuring that parents/guardians are aware of the nature of the FSC course.
- Ensuring that in the event of illness or indiscipline, the school/college/university or parents have arrangements in place to facilitate the safe return home of the students(s).
Ensure that students under the age of 16 are accompanied by a member of staff from the school/college if they wish to explore the park during the evening and that the duty member is informed when they depart and when they return no later than 10pm.
- Ensuring that the staff to student ratios agree with your LEA guidelines.
- Ensure other residents are not disturbed at night and that your staff are available to maintain discipline during the evening until bedtime. We ask staff to regularly make contact with pupils using facilities such as common rooms to ensure pupils are well behaved.
- Ensure the FSC duty officer is informed of any visitors to the Discovery Centre to make sure they are signed in and out and their requirements are met.
- Ensure accommodation used by students is kept clean and tidy, with **no food or drink in bedrooms**. Additional cleaning that is incurred above what is expected as normal will be charged directly to the group. For example, additional laundering of bedding will be charged for if beds are not made properly.

Students on courses at FSC Centres also have responsibilities:

- All students must follow Health & Safety instructions.
- All Students should behave with a concern for the safety of themselves and others.
- All Students should behave in a way which is conducive to the smooth running of a residential field centre, including following Centre rules.
- All Students (or their parents/guardians) should ensure that Group Coordinators are made aware of any health, dietary or medical conditions prior to the course.
- All Students must be aware that in the event of a transgression of these guidelines they may be required to return home at their own expense at the earliest practical opportunity.
- If students over the age of 16 explore the park during the evening they must have agreement from their group coordinator and ensure they sign out and in again on their return. Return should be by 10.30pm.

FSC Policy is that safe and productive out-of-classroom activities must be based upon a partnership between the provider, organisers and students. FSC also hopes that organisers will participate as fully as possible in the planning, support and follow up of the course to ensure that its educational potential is fully realised. FSC will endeavour to ensure that it fulfils its obligations.

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