**School Registration Booking Form**

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| School: |  | | | | Date: | |  | |
| Headteacher: |  | | | | | | | |
| Address: |  | | | | | | | |
| Telephone: |  | | | | | | | |
| Email: |  | | | | | | | |
| Class Teacher: |  | | **Class Teacher Email:** | | |  | | |
| Number of Pupils: |  | | **Focus Year Group:** | | |  | | |
| Package Booked: |  | | **Risk Assessment Visit Date:** | | |  | | |
| Session Dates Booked: | Autumn Term 1 | |  | | | | | |
| Autumn Term 2 | |  | | | | | |
| Spring Term 3 | |  | | | | | |
| Spring Term 4 | |  | | | | | |
| Summer Term 5 | |  | | | | | |
| Summer Term 6 | |  | | | | | |
| Headteacher Signature: | |  | | **Date:** | | | |  |
| Cancelation Statement:   * Sessions may be rearranged by the school if given at least 72hours notice. If cancelled on the day this session will be charged. * Berry Fields may contact a school to rearrange if weather conditions are adverse and may impact health & safety. * Payments to be made in full or termly and non-refundable. | | | | | | | | |
| Health & Safety:  Berry Fields Animal Assisted Education & Consultancy can be booked with confidence, as Rachel has an enhanced DBS check, Berry Fields (AAE) Animal Assisted Education is fully insured and licensed.  School settings should note though, that responsibility for the children’s health, safety and discipline remains with them – so please ensure that sufficient responsible adults supervise the children at all times.  Please advise Berry Fields of any medical conditions, physical difficulties or any other relevant information regarding pupils/adults to ensure that sessions are safe, happy and beneficial to all participants. This information to be shared on or before the risk assessment visit.  Children must wear hard hats when moving and handling horses (These will be provided) School will need to ensure all children are wearing suitable clothing and footwear.  All animals used are chosen for their docile nature and are well accustomed to being handled before taking part in visits.  However, animals can be unpredictable, so it important that everyone follows instructions on how the animals should be approached and handled. | | | | | | | | |

Mrs Rachel Hartopp

Berry Fields Animal Assisted Education

[www.berryfieldsanimalassistededucation.co.uk](http://www.berryfieldsanimalassistededucation.co.uk)

[Rachel.hartopp@berryfieldsanimalassistededucation.co.uk](mailto:Rachel.hartopp@berryfieldsanimalassistededucation.co.uk)

Telephone: 07809 445 596

**Please sign and return a copy of this booking form via email.**

**Please retain a copy for your records.**