

# Yew Trail Booking Form



Please complete the following information and return the form within 14 days to confirm the booking.

**School Name:**

**Date of visit:**

**School Address:**

**Postcode:**

**Organiser Name:**

**Organiser Daytime Telephone / Mobile:**

**Organiser Evening Telephone / Mobile:**

**Organiser Email:**

Please confirm the number of children attending:

Please confirm the number of adults attending:

(Please confirm the final numbers of attendees with the Manor coordinator 2 weeks prior to your visit)

**Arrival Time:**

**Departure Time:**

**Year Group(s):**

**If applicable, please specify the number of children in each year group:**

Quality Badge awarded by



Council for  
Learning Outside the Classroom

Brief description of activities being carried out and learning outcomes for the visit

By signing this form, you are agreeing that you have read and understand the terms and conditions set out in the guidelines supplied and that you have attached a copy of your risk assessment. For further information about how we use and protect your information please view our privacy policy at <https://shuttlewood-clarke.org/about-us/privacy/>. Please contact us if you would like to have your details removed from our records.

**Signature:**

**Date:**

**Please return this form to:** The Manor Coordinator, Ulverscroft Manor, Priory Lane, Ulverscroft, Leicestershire, LE67 9PH or email [hello@shuttlewood-clarke.org](mailto:hello@shuttlewood-clarke.org). If you would like to discuss the visit further, please call 01530 245860.

We would love to keep in touch with you to tell you about our work and how you can support it. Please tick the box if you would like to receive these emails.

**OFFICE USE ONLY**

**Date Received:**

**Invoice Sent:**