

Children's Services
Wells Field Study Centre
Polka Road
Wells-next-the-Sea
Norfolk NR23 1EF

Tel: (01328) 710525

Fax: (01328) 711423

Email: wells.field.study@norfolk.gov.uk

www.wellsfieldcentre.norfolkedunet.gov.uk

Head of Centre: Mrs. Christine Marshall, MSc; Cert Ed; Cert.F.Biol.

To: The Educational Visits Co-ordinator

WELLS FIELD STUDY CENTRE
BOOKING NOW FOR 2006/2007

February 2006

I should be most grateful if you would draw the availability of Wells Field Study Centre to the attention of any of your schools' staff involved with leading offsite visits.

While most of our courses for High Schools are based on the Earth and Life Sciences at Post 16, the remit of the centre is to work with teachers and students of any subject area related to the environment. This could be art, history, sociology, economics, sustainable development or any interface subject where perhaps teachers may be interested in exploring a residential learning experience with students utilising the outdoors.

We can also undertake work based on healthy lifestyles, cooking, food producer visits and assist groups with special needs through PSHE especially well. We can offer residential courses and day courses during the winter months, when self tutored centre assisted courses are especially welcome.

The premises are well appointed and very suitable for staff team 'away weekends', revision weekends and any stay for which a sole occupancy centre is required.

If you require further information please refer to our website or get in touch. Copies of our risk assessments are on our website and Form CF1 is on the EVJ section of Esinet. We can also help with the completion of form LEAFF1.

Yours faithfully,

Christine Marshall,
Head of Centre



BOOKINGS AT WELLS FIELD STUDY CENTRE

PLEASE BOOK NOW FOR SEPTEMBER 2006 - AUGUST 2007

February 2006

Dear Head of Department,

I have pleasure in attaching a copy of our annual booking information that outlines the facilities and potential range of courses available to your staff and students at Wells Field Study Centre. Further general information about the Centre's residential and day courses is available on our web-site at www.wellsfieldcentre.norfolkedunet.gov.uk from where on-line booking is also possible. Please ring to request a copy of our comprehensive course-planning booklet and discuss your needs. We can help you to deliver this important area of the syllabus safely, and provide essential first hand field experience.

Wells Field Study Centre is provided by the NCC Children's Services to support your field teaching of Life and Earth Sciences. In partnership with your staff, experienced Centre teachers will build a course to meet the specific requirements of your post sixteen Biologists, Environmental Scientists and Geographers. As a Norfolk LEA user, the cost of a course at Wells is supported thus reducing the cost of high quality Field Studies, both to your Department and your students.

The Centre is superbly located within the finest sedimentary coastline in North Western Europe and is well equipped with field, library and networked computers, enabling immediate and in depth data collection, analysis and interpretation. A comfortable and homely self catering living environment also creates the right atmosphere for a good group residential experience. As the only certified '**Eco-Centre**' Field Centre in Norfolk, you can also be sure that our environmental policy and working practices have been independently scrutinised. We try to live and work by principles of environmental care and make links between the centre lifestyle and the subjects that we teach.

Please enquire for availability and rates for out of term time and weekend courses and contact me if you require any further information or assistance.

Yours faithfully,

Christine Marshall
Head of Centre

WELLS FIELD STUDY CENTRE

Norfolk County Council High School Prices
September 1st 2006 until August 31st 2007

Centre Taught Residential and Day Course Prices

One Half Week Course

Monday am until Wednesday lunchtime **OR** Wednesday am until Friday lunchtime

PRICE PER HEAD	MINIMUM FEE
£.90.00	£1,350.00

Split Week Course: Two Half Week Courses

Group 1: Monday am until Wednesday lunchtime

Group 2: Wednesday am until Friday lunchtime

PRICE PER HEAD	MINIMUM FEE
£87.00	£2,610.00

One Four Day Course

Monday am until Thursday lunchtime

OR Tuesday am until Friday lunchtime

PRICE PER HEAD	MINIMUM FEE
£116.00	£1,740.00

One Five Day Course

MONDAY AM UNTIL FRIDAY LUNCHTIME

PRICE PER HEAD	MINIMUM FEE
£139.00	£2,085.00

One Day Course

PRICE PER HEAD	MINIMUM FEE
£13.00	£195.00

WELLS FIELD STUDY CENTRE

Revised Conditions of Booking for

Norfolk County Council Schools

Please read these conditions carefully and retain them for reference. The Head Teacher's signature on the Booking Form signifies acceptance of these conditions.

For all courses:

- Children's Services is supporting the actual cost of courses to all participants.
 - Use of the Centre minibus for agreed field visits is included.
 - Up to **five** staff places per course are free.

Conditions of Booking

After the school has completed and returned a Booking Application form, the centre will write to the school confirming the booking details. The centre will presume the booking is confirmed by the school unless the school has advised the centre to the contrary by at least 20 clear weeks before the course is due to begin.

The following penalties will be incurred by schools cancelling a booking.

1. On receipt of the school's booking application form the centre will send to the school written confirmation of the booking and a statement for a booking deposit of 10% of the course minimum fee. This deposit is not returnable in the event of the school cancelling the booking.
2. If cancellation of a course is made at any time up to 20 clear weeks before the course begins then 25% of the minimum course fee due (including the deposit) shall be payable i.e. a further 15%.
3. If cancellation of a course is made at any time between the period of 20 and 16 clear weeks before the course begins, then a cancellation fee of 50% of the minimum course fees due (including the deposit) shall be payable i.e. a further 40%.
4. If cancellation of a course is made at any time less than 16 clear weeks before the course begins, then a cancellation fee comprising the total course fees due for the number of places booked or the minimum course fee if greater shall be payable (less the deposit already paid).

The school is strongly advised to take out insurance to cover any costs that might be incurred if it has to cancel a booking. Please check the existing NCC School Journeys Insurance to see what cancellation circumstances are covered.

If for any unforeseen reason the Centre has to cancel your course every effort will be made to re-book at a time convenient to the school. If this is not possible the centre will refund the booking deposit in full to the school.

Application received

Week allocated

Booking offered

Booking confirmed

Information sent

Planning meeting

FOR OFFICE USE ONLY

WELLS FIELD STUDY CENTRE
APPLICATION FOR RESIDENTIAL FIELD COURSE
September 2006– August 2007

SCHOOL / COLLEGE

Name of School Tel

Head Teacher/Principal..... Fax

Address.....

.....

email

Name of Visit Leader/Teacher-in- Charge

GROUP

Number in group (max. 30 at one time 'A' Level 20) Year Group

Subject ('A' Level only)

Board/Syllabus

COURSE

Circle your choice of: 1 x Five day course 1 x Four day course 2 x half week course 1 x half week course

Preferred term and/or dates: 1st choice 2nd choice

Indicate any unacceptable term or dates.....

Date when Centre last used.....

Please indicate the main aims of your visit.

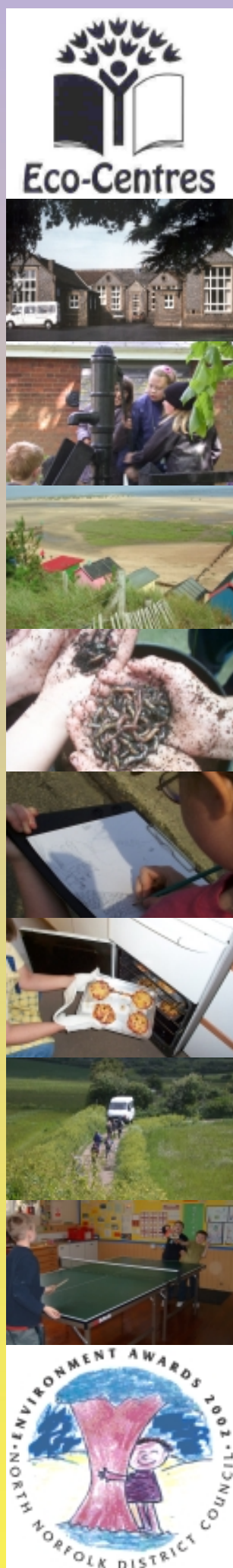
I understand and agree to the Conditions of Booking (on the reverse of the price list)

Signature of Head

Teacher/Principal.....

Please send completed application form to: Head of Centre, Wells Field Study Centre, Polka Road, Wells-next-the-Sea, Norfolk, NR23 1EF (Fax 01328 711423) asap and **preferably before 1st May 2006.**

Alternatively book on-line at: www.wellsfieldcentre.norfolkedunet.gov.uk look under **'Making a Booking'.**



Wells Field Study Centre

What can the centre offer?

- ☺ Affordable residential and day course programmes for Norfolk Schools.
- ☺ 34 bed, comfortable and homely all year round accommodation.
- ☺ Risk assessed activities and high standards of safety following NCC & LEA guidelines.
- ☺ Well qualified and experienced teachers and support staff.
- ☺ Well resourced, tailor made courses to meet your curriculum requirements.
- ☺ A mixture of more traditional 'field studies' combined with a sustainable living perspective.
- ☺ **NEW** 'Gifted and Talented' Key Stage 2 course focusing on Food and Sustainability
- ☺ Self or partial catering.. providing excellent opportunities for PSHE.
- ☺ INSET courses, see NEAS 'INSET Opportunities' website.
- ☺ Access to the wonderful North Norfolk Heritage Coast and local sites.

What benefits do courses at Wells provide?

- ☺ Stimulating and motivating learning opportunities.
- ☺ Time to have fun together.
- ☺ The chance to explore, discover and investigate, linking first hand experience to classroom teaching, without the constraints of the normal school day.
- ☺ Opportunities for personal and social development.
- ☺ A chance to develop new skills and competencies.
- ☺ A 'shared experience' for teachers and pupils.
- ☺ A chance for students to 'shine' in new ways.

Why choose Wells?

- ☺ We are the first and only field centre in Norfolk with the prestigious & independent EnCams 'Eco-Centres' Award, acknowledging our commitment to apply the principles of sustainable development and environmental performance in our policies and practises. We 'practise what we preach' and involve our visitors in doing the same.
- ☺ A very large percentage of our school groups are highly satisfied repeat visitors requiring curriculum related first hand experiences in a calm and supportive residential setting.
- ☺ You can be sure of highly professional standards of quality, sustainability and safety.

Contact us for more details and course availability

- ☺ By phone on 01328 710525
- ☺ By mail at Wells Field Study Centre, Polka Road, Wells next the Sea, Norfolk. NR23 1EF
- ☺ By e-mail at wells.field.study@norfolk.gov.uk
- ☺ On the internet at www.wellsfieldcentre.norfolkedunet.gov.uk