

**Norfolk Environmental and Outdoor Learning Team**

Children's Services  
West Norfolk Professional Development Centre  
Kilham's Way  
King's Lynn  
Norfolk  
PE30 2HU

Tel: 01553 774023

Web: [www.schools.norfolk.gov.uk/go/envedu](http://www.schools.norfolk.gov.uk/go/envedu)

e mail: [joy.lambert@norfolk.gov.uk](mailto:joy.lambert@norfolk.gov.uk)

25<sup>th</sup> April 2007

Dear Headteacher and Educational Visits Co-ordinator,

**Introducing the Restructured Environmental and Outdoor Learning Team**

We are pleased to send you a copy of our new leaflet highlighting the range of support services the Norfolk Environmental and Outdoor Learning Team can offer your school community.

The team comprises qualified and experienced teachers, specialising in environmental and outdoor learning. It exists to promote and support the entitlement of all Norfolk children to have access to a variety of high quality Outdoor Learning and Learning for Sustainability experiences, both in and beyond school. We know from research that such experiences can boost young people's confidence, improve motivation and raise achievement, enabling them to explore and reflect on their relationship and stewardship of the natural world. A visit to one of our Field Studies Centres at Holt or Wells-next-the-Sea will provide professional support, high safety standards and excellent value for money.

The team can also support your colleagues with advice, support and training to implement the 'Learning Outside the Classroom Manifesto' and the DfES 'Sustainable Schools Framework', both published in 2006. These dovetail in with the Every Child Matters agenda, which is at the heart of our service.

Susan Falch-Lovesey heads the team co-ordinating schools outreach, advice and support, INSET, the biennial Sustainability Award Scheme and the publication of 'greenscene' magazine for schools. Please see [www.schools.norfolk.gov.uk/go/envedu](http://www.schools.norfolk.gov.uk/go/envedu) for more information.

The Deputy Heads of the Team are Christine Marshall and Andrew Coles who job share the management of Norfolk's two nationally respected field centres located in outstanding and distinctive coastal and woodland environments. Lead Teachers Simon Woodhouse (Holt Hall Field Studies Centre) and Nell Seal (Wells Field Studies Centre from July 1<sup>st</sup>) direct the learning programmes and the new school based support.

A wide range of exciting and motivating outdoor learning and environmental courses (both residential and day) are offered from each Centre covering most age ranges. The Centres are also available for other residential courses and camps. Please see [www.norfolk.gov.uk/holthall](http://www.norfolk.gov.uk/holthall) and [www.norfolk.gov.uk/wellsfieldcentre](http://www.norfolk.gov.uk/wellsfieldcentre) for more information.

Details of the revised booking procedures for each Centre for the academic year 2007 - 2008 are enclosed and bookings are now being taken for the next two years. Please book as soon as you can to avoid disappointment. The separate and complementary identities of each Centre remain but we are synchronising systems and procedures.

Each year we find teachers and schools who are unaware that Norfolk has two fine Field Studies Centres and a range of outdoor learning and environment support services. Please may we ask you to help us to make every teacher in your school aware of the support available to them?

If you have suggestions as to how the Team can help you to meet your needs then please contact Susan Falch-Lovesey at West Norfolk PDC.

We look forward to working with your school.

Yours sincerely,



Susan Falch-Lovesey,  
Head of Environment and Outdoor Learning Team



Application received  
[ ]

Week allocated  
[ ]

Booking offered  
[ ]

Deposit requested  
[ ]

Information sent  
[ ]

Planning meeting  
[ ]

FOR OFFICE USE ONLY

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**WELLS FIELD STUDIES CENTRE**  
**APPLICATION FOR RESIDENTIAL FIELD COURSE**  
**September 2007– August 2008**

**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) .....

Exam Board ..... Syllabus ..... Section(s) .....

**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: 1<sup>st</sup> choice ..... 2<sup>nd</sup> 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: Administrative Officer, Wells Field Study Centre, Polka Road, Wells-next-the-Sea, Norfolk, NR23 1EF (Fax 01328 711423)

# WELLS FIELD STUDIES CENTRE

## Norfolk Children's Services Key Stage 2 Prices September 1<sup>st</sup> 2007 until August 31<sup>st</sup> 2008 Centre Taught Residential Course Prices

### One Half Week Course

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

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 <sup>st</sup> half	2	£56.00	£1,400.00
Autumn Term, 2 <sup>nd</sup> half	3	£52.00	£1,300.00
Spring Term, 1 <sup>st</sup> half	3	£52.00	£1,040.00
Spring Term, 2 <sup>nd</sup> half	2	£56.00	£1,400.00
Summer Term	1	£66.00	£1,650.00

### Split Week Course: Two Half Week Courses

Group 1: Monday am until Wednesday lunchtime

Group 2: Wednesday am until Friday lunchtime

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 <sup>st</sup> half	2	£55.00	£2,750.00
Autumn Term, 2 <sup>nd</sup> half	3	£48.00	£2,400.00
Spring Term, 1 <sup>st</sup> half	3	£48.00	£1,920.00
Spring Term, 2 <sup>nd</sup> half	2	£55.00	£2,750.00
Summer Term	1	£62.00	£3,100.00

### One Four Day Course

Monday am until Thursday lunchtime

**OR** Tuesday am until Friday lunchtime

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 <sup>st</sup> half	2	£82.00	£2,050.00
Autumn Term, 2 <sup>nd</sup> half	3	£77.00	£1,925.00
Spring Term, 1 <sup>st</sup> half	3	£77.00	£1,540.00
Spring Term, 2 <sup>nd</sup> half	2	£82.00	£2,050.00
Summer Term	1	£96.00	£2,400.00

### One Five Day Course

Monday am until Friday lunchtime

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 <sup>st</sup> half	2	£105.00	£2,625.00
Autumn Term, 2 <sup>nd</sup> half	3	£96.00	£2,400.00
Spring Term, 1 <sup>st</sup> half	3	£96.00	£1,920.00
Spring Term, 2 <sup>nd</sup> half	2	£105.00	£2,625.00
Summer Term	1	£122.00	£3,050.00

### One Day Course

PRICE PER HEAD	MINIMUM FEE
£5.00	£125.00

# WELLS FIELD STUDIES CENTRE

## 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 and requesting a deposit. The Centre will presume the booking is confirmed by the school unless the school has advised the Centre to the contrary by at least 24 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 between the period of 24 and 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

Deposit Requested

Information sent

Planning meeting

FOR OFFICE USE ONLY

**HOLT HALL FIELD STUDIES CENTRE  
APPLICATION FOR RESIDENTIAL FIELD COURSE  
September 2007– August 2008**

**SCHOOL / COLLEGE**

Name of School ..... Tel .....

Head Teacher/Principal..... Fax .....

Address.....

..... email .....

Name of Visit Leader/Teacher-in-Charge .....

**GROUP**

Number in group (max. 62 at one time) ..... Year Group .....

Subject ( 'A' Level only) .....

Exam Board.....Syllabus.....Section(s).....

**COURSE**

Circle your choice of: 1 x Five 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: Administrative Officer, Holt Hall Field Studies Centre, Kelling Road, Holt, Norfolk, NR25 7DU (Fax 01263 712396)

## Holt Hall Norfolk Children's Services Prices & Minimum Fees Academic Year 2007/2008

Key Stages 2/3				
1st Sept - 30th Nov.	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 86.50	£ 1,038.00
	5	12	£ 165.50	£ 1,986.00
16 - 25 residents	2.5	20	£ 86.50	£ 1,730.00
	5	20	£ 165.50	£ 3,310.00
26 - 35 residents	2.5	30	£ 86.50	£ 2,595.00
	5	30	£ 165.50	£ 4,965.00
36 - 45 residents	2.5	40	£ 86.50	£ 3,460.00
	5	40	£ 165.50	£ 6,620.00
46 - 55 residents	2.5	50	£ 86.50	£ 4,325.00
	5	50	£ 165.50	£ 8,275.00
56 - 62 residents	2.5	58	£ 86.50	£ 5,017.00
	5	58	£ 165.50	£ 9,599.00
1st Dec - 9th Feb	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 71.50	£ 858.00
	5	12	£ 136.00	£ 1,632.00
16 - 25 residents	2.5	20	£ 71.50	£ 1,430.00
	5	20	£ 136.00	£ 2,720.00
26 - 35 residents	2.5	30	£ 71.50	£ 2,145.00
	5	30	£ 136.00	£ 4,080.00
36 - 45 residents	2.5	40	£ 71.50	£ 2,860.00
	5	40	£ 136.00	£ 5,440.00
46 - 55 residents	2.5	50	£ 71.50	£ 3,575.00
	5	50	£ 136.00	£ 6,800.00
56 - 62 residents	2.5	58	£ 71.50	£ 4,147.00
	5	58	£ 136.00	£ 7,888.00
10th Feb - 31st Mar	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 86.50	£ 1,038.00
	5	12	£ 165.50	£ 1,986.00
16 - 25 residents	2.5	20	£ 86.50	£ 1,730.00
	5	20	£ 165.50	£ 3,310.00
26 - 35 residents	2.5	30	£ 86.50	£ 2,595.00
	5	30	£ 165.50	£ 4,965.00
36 - 45 residents	2.5	40	£ 86.50	£ 3,460.00
	5	40	£ 165.50	£ 6,620.00
46 - 55 residents	2.5	50	£ 86.50	£ 4,325.00
	5	50	£ 165.50	£ 8,275.00
56 - 62 residents	2.5	58	£ 86.50	£ 5,017.00
	5	58	£ 165.50	£ 9,599.00
1st Apr - 31st Aug	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 92.00	£ 1,104.00
	5	12	£ 176.00	£ 2,112.00
16 - 25 residents	2.5	20	£ 92.00	£ 1,840.00
	5	20	£ 176.00	£ 3,520.00
26 - 35 residents	2.5	30	£ 92.00	£ 2,760.00
	5	30	£ 176.00	£ 5,280.00
36 - 45 residents	2.5	40	£ 92.00	£ 3,680.00
	5	40	£ 176.00	£ 7,040.00
46 - 55 residents	2.5	50	£ 92.00	£ 4,600.00
	5	50	£ 176.00	£ 8,800.00
56 - 62 residents	2.5	58	£ 92.00	£ 5,336.00
	5	58	£ 176.00	£ 10,208.00

Accompanying staff free on a ratio of 1:10

Day Visits	No. of days	Min. Nos.	Per Person	Min. Fee
KS2	1	25	£ 10.00	£ 250.00
KS3	1	25	£ 11.00	£ 275.00
KS4	1	25	£ 13.00	£ 325.00
KS4+	1	25	£ 15.50	£ 387.50

Campsite Charges	Min. Nos.	Per Person	Min. Fee
NCC Users & Youth Groups	20	£ 5.00	£ 100.00
Non NCC Users	20	£ 7.00	£ 140.00
Caravan		£ 15.00	per caravan

Weekend & Holiday Charges Guide Price	
Quotations based on group size & requirements on request	
Per Person	
Price per day	£63.00
Friday 4pm - Sunday 4pm	£123.00
Saturday am - Sunday 4pm	£98.00

Accompanying leaders free on a ratio 1:15

Key Stages 4+				
1st Sept - 30th Nov.	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 93.00	£ 1,116.00
	5	12	£ 179.50	£ 2,154.00
16 - 25 residents	2.5	20	£ 93.00	£ 1,860.00
	5	20	£ 179.50	£ 3,590.00
26 - 35 residents	2.5	30	£ 93.00	£ 2,790.00
	5	30	£ 179.50	£ 5,385.00
36 - 45 residents	2.5	40	£ 93.00	£ 3,720.00
	5	40	£ 179.50	£ 7,180.00
46 - 55 residents	2.5	50	£ 93.00	£ 4,650.00
	5	50	£ 179.50	£ 8,975.00
56 - 62 residents	2.5	58	£ 93.00	£ 5,394.00
	5	58	£ 179.50	£ 10,411.00
1st Dec - 9th Feb	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 78.00	£ 936.00
	5	12	£ 149.50	£ 1,794.00
16 - 25 residents	2.5	20	£ 78.00	£ 1,560.00
	5	20	£ 149.50	£ 2,990.00
26 - 35 residents	2.5	30	£ 78.00	£ 2,340.00
	5	30	£ 149.50	£ 4,485.00
36 - 45 residents	2.5	40	£ 78.00	£ 3,120.00
	5	40	£ 149.50	£ 5,980.00
46 - 55 residents	2.5	50	£ 78.00	£ 3,900.00
	5	50	£ 149.50	£ 7,475.00
56 - 62 residents	2.5	58	£ 78.00	£ 4,524.00
	5	58	£ 149.50	£ 8,671.00
10th Feb - 31st Mar	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 93.00	£ 1,116.00
	5	12	£ 179.50	£ 2,154.00
16 - 25 residents	2.5	20	£ 93.00	£ 1,860.00
	5	20	£ 179.50	£ 3,590.00
26 - 35 residents	2.5	30	£ 93.00	£ 2,790.00
	5	30	£ 179.50	£ 5,385.00
36 - 45 residents	2.5	40	£ 93.00	£ 3,720.00
	5	40	£ 179.50	£ 7,180.00
46 - 55 residents	2.5	50	£ 93.00	£ 4,650.00
	5	50	£ 179.50	£ 8,975.00
56 - 62 residents	2.5	58	£ 93.00	£ 5,394.00
	5	58	£ 179.50	£ 10,411.00
1st Apr - 31st Aug	No. of days	Min. Nos.	Per Person	Min. Fee
1 - 15 residents	2.5	12	£ 99.00	£ 1,188.00
	5	12	£ 190.00	£ 2,280.00
16 - 25 residents	2.5	20	£ 99.00	£ 1,980.00
	5	20	£ 190.00	£ 3,800.00
26 - 35 residents	2.5	30	£ 99.00	£ 2,970.00
	5	30	£ 190.00	£ 5,700.00
36 - 45 residents	2.5	40	£ 99.00	£ 3,960.00
	5	40	£ 190.00	£ 7,600.00
46 - 55 residents	2.5	50	£ 99.00	£ 4,950.00
	5	50	£ 190.00	£ 9,500.00
56 - 62 residents	2.5	58	£ 99.00	£ 5,742.00
	5	58	£ 190.00	£ 11,020.00

### Minibus Driver Hire

One free half-day off site activity per course, then if a driver has to be hired-in for additional sessions, price per driver per half day

£50.00

### Day Conferences

	Per Hour	Min. Fee
Hire of Room	£ 21.00	£ 42.00
Catering	See "Other Charges"	

### Other Charges

	Per Person
Bed & Breakfast	£ 20.00
Evening Meal - Two Courses	£ 9.00
Evening Meal - Three Courses	£ 11.00
Lunch - Cooked or Buffet	£ 7.50
Lunch - Packed	£ 3.50
Tea/Coffee & Biscuits	£ 2.50

Plus VAT @ 17.5% if applicable

Booking Deposits are 10% of Minimum Fee

# HOLT HALL FIELD STUDIES CENTRE

## 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 Centre's minibuses with drivers for one offsite field visit is included in the price.
  - One staff place is free for every 10 children on the course.

## 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 and requesting a deposit. The Centre will presume the booking is confirmed by the school unless the school has advised the Centre to the contrary by at least 24 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 between the period of 24 and 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.



# Environmental Education and Outdoor Learning

Explore, discover & participate



## Holt Hall and Wells Field Studies Centres

Holt Hall and Wells Field Studies Centres offer a wide range of diverse environmental and outdoor learning experiences on a day or residential basis.

You can expect friendly and professional support from our experienced qualified teachers, in comfortable and well resourced centres.

**Holt Hall Field Studies Centre** is a large country house, built in 1846, and beautifully set in 35 hectares of gardens, ancient woods and lakes. It can accommodate up to 75 people and provides full catering. It has a separate campsite.

**Wells Field Studies Centre**, formerly the town's school, dates from 1838. It nestles in the heart of a small North Norfolk coastal town just 5 minutes walk from the harbour and marshes. It offers homely self-catering accommodation for up to 36 people. It is an Eco Centre.

**"Inspiring locations, motivating experiences, and participative learning are the hallmarks of a visit to one of Norfolk's Outdoor Learning Centres."**



## Quality, Safety and Sustainability

- High quality courses are tailor made to meet the needs of each school
- All age groups and special needs groups can be accommodated
- We offer high standards of safety and customer care
- We liaise with landowners so you can access wonderful places
- We work with students in, through and for the environment to keep special places special
- We encourage and support students and staff to participate fully in outdoor and social learning experiences
- Our courses are competitively priced and offer real value for money.
- We have a very high rate of returning satisfied customers
- We offer some very special courses for schools and teachers
- Out of county schools, colleges, universities and special interest groups are welcome

**"We had the best time ever!"**

## Advice and support



Norfolk County Council's Environmental Education and Outdoor Learning Team works with partners across the county to bring high quality and engaging learning experiences to school communities in the areas of:

- Learning outside the classroom
- School grounds developments
- Field Studies in the school grounds and beyond
- 'Forest Schools' initiative and support for Early Years outdoor learning
- Learning for Sustainability and the Sustainable Schools agenda
- Arts and Sustainability initiatives

The team also supports those in schools who want to encourage 'Learning For Sustainability' by:

- Publishing "greenscene", a magazine for teachers
- Running a biennial Sustainability Awards scheme for schools
- Providing motivating In-Service training opportunities for school colleagues
- Giving advice and support for safety on education visits

Contact Susan Falch-Lovesey,  
Head Environmental and Outdoor Learning,  
NCC Children's Services

Tel: (01553) 774023

Email: [susan.falch-lovesey@norfolk.gov.uk](mailto:susan.falch-lovesey@norfolk.gov.uk)  
[www.schools.norfolk.gov.uk/go/envedu](http://www.schools.norfolk.gov.uk/go/envedu)

## How to find us:



### Holt Hall Field Studies Centre

Kelling Road  
Holt, Norfolk  
NR25 7DU  
Tel: (01263) 713117  
Fax: (01263) 712396

Email: [office@holthall.norfolkedunet.gov.uk](mailto:office@holthall.norfolkedunet.gov.uk)  
[www.norfolk.gov.uk/holthall](http://www.norfolk.gov.uk/holthall)

### Wells Field Studies Centre

Polka Road  
Wells-next-the-Sea  
Norfolk NR23 1EE

Tel: (01328) 710525

Fax: (01328) 711423

Email: [wells.field.study@norfolk.gov.uk](mailto:wells.field.study@norfolk.gov.uk)  
[www.norfolk.gov.uk/wellsfieldcentre](http://www.norfolk.gov.uk/wellsfieldcentre)

Inspire



Motivate



Investigate

