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

**BOOKINGS AT WELLS FIELD STUDY CENTRE****PLEASE BOOK NOW FOR SEPTEMBER 2005 - AUGUST 2006**

February 2005

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](http://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 Norfolk LEA 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

Application received

Week allocated

Booking offered

Booking confirmed

Information sent

Planning meeting

FOR OFFICE USE ONLY

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**WELLS FIELD STUDY CENTRE**  
**APPLICATION FOR RESIDENTIAL FIELD COURSE**  
**September 2005– August 2006**

**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 1<sup>st</sup> May 2005.**  
Alternatively book on-line at: [www.wellsfieldcentre.norfolkedunet.gov.uk](http://www.wellsfieldcentre.norfolkedunet.gov.uk) look under '**Making a Booking**'.

## **WELLS FIELD STUDY CENTRE**

Norfolk LEA High School Prices  
September 1<sup>st</sup> 2005 until August 31<sup>st</sup> 2006

### **Centre Taught Residential and Day Course Prices**

#### **One Half Week Course**

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

<b>PRICE PER HEAD</b>	<b>MINIMUM FEE</b>
<b>£85.00</b>	<b>£1,275</b>

#### **Split Week Course: Two Half Week Courses**

Group 1: Monday am until Wednesday lunchtime

Group 2: Wednesday am until Friday lunchtime

<b>PRICE PER HEAD</b>	<b>MINIMUM FEE</b>
<b>£83.00</b>	<b>£2,490</b>

#### **One Four Day Course**

Monday am until Thursday lunchtime

**OR** Tuesday am until Friday lunchtime

<b>PRICE PER HEAD</b>	<b>MINIMUM FEE</b>
<b>£110.50</b>	<b>£1,657.50</b>

#### **One Five Day Course**

Monday am until Friday lunchtime

<b>PRICE PER HEAD</b>	<b>MINIMUM FEE</b>
<b>£132.00</b>	<b>£1980</b>

#### **One Day Course**

<b>PRICE PER HEAD</b>	<b>MINIMUM FEE</b>
<b>£12.50</b>	<b>£187.50</b>

# WELLS FIELD STUDY CENTRE

## **Revised Conditions of Booking for Norfolk LEA 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:**

- The LEA 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**

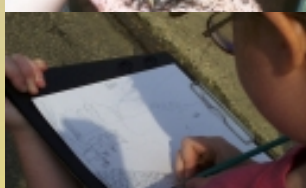
After the school has completed and returned a Booking Application form, the centre will write to the school confirming the booking details. The centre will presume the booking is confirmed by the school unless the school has advised the centre to the contrary by at least 20 clear weeks before the course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



# 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](mailto:wells.field.study@norfolk.gov.uk)
- ☺ On the internet at [www.wellsfieldcentre.norfolkedunet.gov.uk](http://www.wellsfieldcentre.norfolkedunet.gov.uk)