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

February 2005

For the Attention: of Education Visits Co-ordinators**Wells Field Study Centre:
Please Book NOW for the Academic Year 2005/2006**

Attached is a copy of the annual booking information and prices outlining the facilities and courses available to support your staff and students at Norfolk LEA's Wells Field Study Centre. Bookings are now being invited for the academic year 2005/2006 (bookings up to 2007 can also be made). Further information is available at our website from where on line booking is also possible. An information pack and/or an inspection visit are also available on request.

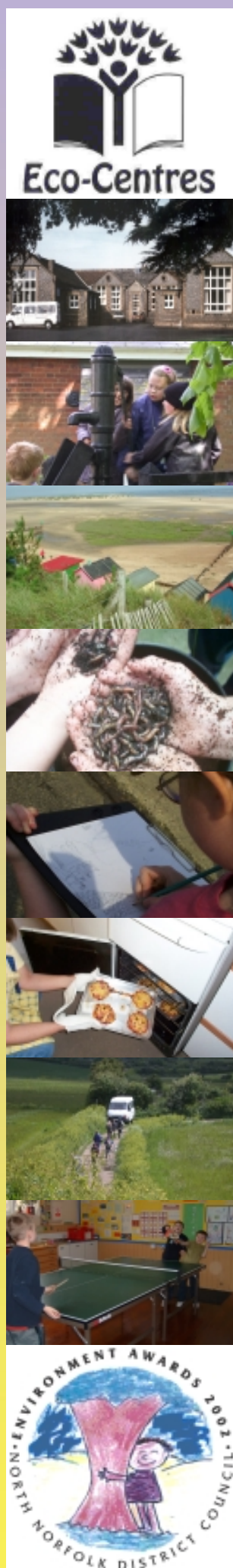
We tailor make high quality curriculum related courses to suit the needs of learners for learning out of doors and then we deliver them in a calm and supportive residential setting where enjoyment, learning and environmental education go hand in hand with safety. An innovative course for key Stage 2 Gifted and Talented pupils is also highly recommended.

Wells Field Centre has 37 years of expertise supporting Norfolk schools with learning beyond the classroom. The reputation for the quality of its teaching, learning, accommodation and safety record is well known making it a popular choice. It is also the only centre in Norfolk with the prestigious EcoCentre status showing a strong and active commitment to caring for our environment.

Last year many schools chose to 'stay local' with their residential visits, relying on the support of the experienced and well qualified teaching and support staff found at Wells, through every stage of the visit planning and approval process. Please will you draw this information to the attention of colleagues so they are aware of the support available to them at Wells Field Study Centre and urge them to enquire and book early to avoid disappointment.

Yours faithfully,

Christine Marshall,
Head of Wells Field Study Centre.



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

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 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 1st May 2005.**
Alternatively book on-line at: www.wellsfieldcentre.norfolkedunet.gov.uk look under '**Making a Booking**'.

WELLS FIELD STUDY CENTRE

Norfolk LEA Key Stage 2 Prices
September 1st 2005 until August 31st 2006

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 st half	2	£46.00	£1,150.00
Autumn Term, 2 nd half	3	£43.00	£1,075.00
Spring Term, 1 st half	3	£43.00	£860.00
Spring Term, 2 nd half	2	£46.00	£1,150.00
Summer Term	1	£54.50	£1,362.50

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 st half	2	£45.00	£2,250.00
Autumn Term, 2 nd half	3	£39.50	£1,975.00
Spring Term, 1 st half	3	£39.50	£1,580.00
Spring Term, 2 nd half	2	£45.00	£2,250.00
Summer Term	1	£51.00	£2,550.00

One Four Day Course

Monday am until Thursday lunchtime

OR Tuesday am until Friday lunchtime

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 st half	2	£68.00	£1,700.00
Autumn Term, 2 nd half	3	£64.00	£1,600.00
Spring Term, 1 st half	3	£64.00	£ 1,280.00
Spring Term, 2 nd half	2	£68.00	£1,700.00
Summer Term	1	£79.50	£1,987.50

One Five Day Course

Monday am until Friday lunchtime

TERM	BAND	PER HEAD	MINIMUM FEE
Autumn Term, 1 st half	2	£87.00	£2,175.00
Autumn Term, 2 nd half	3	£79.50	£1,987.50
Spring Term, 1 st half	3	£79.50	£1,590.00
Spring Term, 2 nd half	2	£87.00	£2,175.00

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.