

LIFE EDUCATION CENTRES WEST SUSSEX



Helping children
make healthy choices

Booking Form

Date:-

SCHOOL NAME :-

ADDRESS:-

TELEPHONE NO:

HEAD TEACHER:

PHSCE co-ordinator(if different)

Contact person :)

(with alternative tel nos if applicable:

ACTUAL DATE FOR SCHOOL VISIT:

Proposed number of days required:

.....
PLEASE NOTE: The charge is £340 per day,

***NB For smaller schools a special rate can be negotiated.**

We would appreciate a £50 per day deposit, non-returnable should the booking be cancelled by the school. Your cheque will be deemed confirmation of the booking and

should be made payable to 'Life Education Mobiles Ltd'

For queries please contact the Life Education Adviser or Admin.Coordinator

*The school will be invoiced soon after the visit has taken place, as per the Booking form. Please note that VAT is charged in addition to the agreed rate per day and can be reclaimed by the school. To further our help to the children of West Sussex it would be very much appreciated if settlement could be made within 30 days of invoicing, **minus of course your booking deposit.***

PLEASE READ CAREFULLY:

To enable us to ensure that the mobile classroom is delivered with the least inconvenience to the school, would you please be kind enough to provide the following information and a telephone number for your Caretaker so that our driver may be able to make contact outside of school hours.

NAME

Earliest time for access _____ Is site secure overnight Yes/no

Could classroom be delivered the day before the booking? Yes/no

Notes on siting (Playground, access position details please). Site should be fairly level and on hard ground

Dimensions of Mobile Classroom: 7.00 m long and 3.08m wide. Clearance required on both sides of 1.5m for doors and access steps. **2 -13-amp power sockets are needed within 30m of the mobile.** (RCD's installed to protect the system against electric shock)

Signature & name of person dealing with this at the school:-

PTO

Returned to administrator on:

It would be of great help for time-tabling purposes if the following information could be provided relating to this Booking:

YEAR	No of classes in each year group	No in each class	Total in year group	Any times to be avoided e.g. PE
Nursery				
Reception				
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 7 Transition to Secondary: Summer Term only				
Assembly	9.00-9.20	Grand total		

SCHOOL TIMES			
Start		Lunch Juniors	
Morning break		Afternoon break	
Lunch Infants		Home	

**Please be kind enough to return this form with the £50 deposit per day payable to Life Education Mobiles Ltd, to the Administration Coordinator:
LECWS PO Box No 589 CHICHESTER PO19 9FF**

Any queries regarding this booking may be made by either phoning or faxing
01243 531817 or mobile 07837 904573 or e-mail admin@lecws.org.uk

FOR OFFICE USE ONLY:

Date of confirmation letter.....Deposit received £.....

Copied to: JY / BS / KB / HS.....

INVOICE NO:..... PAID.....

Rev BNS09/07