



Girlguiding
Cambridgeshire East county
Jarman Centre

**Woodland Skills
at the Jarman Centre**



**INFORMATION AND BOOKING FORM
for Residents and Day Visitors**

Jarman Centre (JC) Booking Secretary: admin@jarmancentre.org.uk

Nature

Suitable for all Sections/ages. No maximum number.
Adults: 1:4 Rainbows (5-7 years), 1:6 Brownies (7-10 years); 1:12 Guides and The Senior Section (10+ years)

The session will be tailored to suit the age range and interests of the group

Mini Beast Safari

Marvel at how many little beasties make their home in the Jarman Centre's woodland.

Turn Over a New Leaf

A 'tree trivia' trail that ends with a scavenger hunt – take a closer look at some of our beautiful trees.

Fire-lighting and Cooking

Bright Sparks

For Brownies (7-10 years)
Maximum number 12
Adults 1:4

An introduction to fire-lighting and building mini fires, ending with a sweet treat.

Sparks and Munchies

For Guides and The Senior Section (10+ years)
Maximum number 12
Adults 1:6

*Types of ignition
Fire-lighting and basic cooking, ending with a snack meal
If you wish to cook something more substantial, you may add an extra hour or two in the grounds*

Craft and Tool Skills

Wild Woodland Art

For Rainbows (5-7 years)
No maximum number
Adults 1:4

An introduction to using natural materials to create something beautiful – can be matched to the theme of your visit

Make a Fairy House

For Brownies (7-10 years)
Maximum number 12
Adults 1:4

An introduction to the safe use of knives to create a small toy to take home

Cutting Edge Crafts

For Guides and The Senior Section (10+ years)
Maximum number 12
Adults 1:6

Knife safety and skills, teaching the basic holds and cuts to craft a wooden item

This is a summary of the possible sessions that our team is offering currently. If you have a request for something particular that is not here, they will also try to meet it. Please enquire through the Bookings Secretary (see email address at the top of this page).

The fees for Woodland Skills sessions may be found at <https://jarmancentre.org.uk/downloads/fees>. Please note the Girlguiding sections/age groups for which each session is suitable (you may choose a session labelled for a younger section or age group if you wish), the maximum size of the group and the number of supervising adults required. An adult with the group may take part if they wish, as long as the group size is not exceeded and there are still sufficient adults to supervise. One adult must be responsible for first aid, bringing a basic kit with them. The adult:child ratios do not include the instructor. Each adult must be 18 or over. For the activities with a maximum of 12 participants, if you have more than 12 in your group you will need to book two sessions to run consecutively.

These terms must be observed for safety reasons. All materials are provided. All sessions are dependent on the availability of our instructors.

Woodland Skills at the Jarman Centre

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Jarman Centre (JC) Booking Secretary: admin@jarmancentre.org.uk

The booking form should be sent with your main JC booking, or separately, to the JC Booking Secretary, (email, or call 01223 813917 for the address), **together with the non-refundable deposit per session** (which may be included in your cheque for your main booking deposit if applicable).

Please make cheques payable to 'Cambs East Guides Jarman Centre'. We will acknowledge by email – and confirm also by email once an instructor has agreed to run the session.

The sessions are planned to be about 1½ hours. If you wish to stay on, for example to cook something more substantial, you should indicate this on the form and you will be charged the hourly 'non-residential grounds' rate for the extra time.

Please give as much notice as possible

Final payment will be due to the Jarman Centre, with the rest of your fees (if applicable) or separately, immediately after the session, to the Booking Secretary (as above).

If you wish to discuss your requirements, or have a participant with special needs, please contact the Booking Secretary. We will make every effort to accommodate special needs (it is nearly always possible), but we need to know in advance as it may mean an extra instructor is required.

Please keep a copy of this form for your own information. You **MUST** also read the risk assessment on the website before the session and note requirements for participants' clothing, long hair being tied back, and suitable footwear for your chosen activity.

Sessions can take place when it is raining. In very adverse weather conditions the instructor will decide if the session can continue. Please note that if you cancel once the instructor has arrived you may be liable for a charge to meet expenses.

Sessions are normally available throughout the year, subject to an instructor being available and weather permitting.

IF **YOU** NEED TO CANCEL or change your session in advance, or for any other queries (such as access), please email the Booking Secretary as above.

IF **WE** NEED TO CANCEL a session at the last moment for any reason we will contact you. We will always try to reschedule if possible.

Souvenirs

The JC Shop will be available to buy Jarman Centre Woodland Skills badges (£1.20 each). If you wish (especially if buying for your whole group), you may pre-order these to collect on the day and include payment with the balance of your fees.

There is a selection of other badges and souvenirs in the JC shop.

A note about late payments

Full payment should be made within 1 week of your visit. The Jarman Centre reserves the right to charge 5% per month if the fee remains unpaid.

Girlguiding Cambridgeshire East county

Jarman Centre Woodland Skills Booking Form

Please complete this form and send it with your deposit, to the Booking Secretary
(email admin@jarmancentre.org.uk or call 01223 813917 for the address)

We accept online payments to our bank account: CAF Bank - account no 00017752 - sort code 40-52-40
or make your cheque payable to 'Cambs East Guides Jarman Centre'

NB: Girlguiding leaders should only make payments using their Unit's bank account facilities

Calculate the scale of fees and deposits required for your booking at
<https://jarmancentre.org.uk/downloads/fees>

Unit or Group:	
Leader-in-Charge/Responsible Adult:	
Phone number:	Mobile while at the Jarman Centre:
Email:	

Dates staying at Jarman Centre if applicable:

From:	To:
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When would you like to book this activity?

Date:	Activity start time:	For Day Visitors only: Proposed arrival and departure times from site:
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Circle your choice of activity/activities:

Mini Beast Safari Turn over a New Leaf Bright Sparks Sparks and Munchies Wild Woodland Art Make a Fairy House Cutting Edge Crafts	
Total numbers wishing to take part	Girlguiding Section/Age range of participants
<i>Please check you have the right number of adults for the activity you have chosen. If you have more than the maximum group size for your chosen activity you will need to book two consecutive sessions.</i>	

Please indicate if anyone in your group has special needs that we should be aware of, or if you have any particular requests

Badges: I wish to pre-order _____ Jarman Centre Woodland Skills badges to collect on the day and will include payment with my session fee

I confirm

- that I have kept a copy of this form for information
- that I will read the woodland skills risk assessment for sessions involving tools and fire, and the main Jarman Centre risk assessment for other sessions, before the session - available to download from <http://www.jarmancentre.org.uk/downloads/useful-information>
- that I have noted the requirements for participants' clothing and footwear
- that each group will include or be accompanied by the correct number of adults for the activity and at least one adult who will be responsible for first aid

I enclose a deposit of £

OR

I wish to pay the total amount due now and enclose the payment form, available here:
<https://jarmancentre.org.uk/downloads/fees>

Signed	Date (dd/mm/yyyy)
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Please note your personal information is held securely and only used for managing your bookings