

Booking a school visit

Please use the online enquiry form or contact the Wild Learning Officer to discuss your visit and make a provisional booking.

A link to the online booking form with dropdown options for led and self-led sessions will be sent by email. Your booking is secured on receipt of the completed booking form. Confirmation of booking will be sent by email. A lesson plan will be sent by email at a later date.

If the booking form is not returned within **two weeks** of the provisional booking, the provisional booking will be cancelled and the date(s) made available to other schools.

An invoice for the cost of your visit will be sent by email before the visit. No reduction can be made in respect of late arrival or early departure. Please let us know as soon as possible if additional students (over and above those stated on the booking form) will be present on the day of the visit.

Cancellation

Please let us know as soon as possible if you wish to amend or cancel your booking.

Cancelling a confirmed booking will incur charges as below:

Cancellation more than 60 days before the visit	£15 cancellation fee
Cancellation 31 – 60 days before the visit	50% of total booking cost
Cancellation 30 days or fewer before the visit	100% of total booking cost

Applications to change the date of a confirmed booking will be considered at Suffolk Wildlife Trust's discretion and may incur charges as per a cancelled booking if an alternative date cannot be found.

In the event that Suffolk Wildlife Trust has to cancel a visit due to extreme weather conditions or other circumstances beyond our control, we will inform you at the earliest opportunity and will do our best to offer an alternative date. If an alternative date cannot be found, we will offer a full refund for the cost of the visit (excluding transport).

Data protection and privacy

The contact details supplied will only be used for administrative purposes relating to the booking. Personal details will not be shared with third parties.

Please also refer to [Information for your visit](#).