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## 2025 Educational Booking Form

Dear Customer,

Thank you for your Educational booking enquiry. In your booking pack, please find enclosed the following:

- Pre-booking Information
- Health & Safety Information
- Booking Form
- Frequently Asked Questions
- Your Helpful Checklist

### **Pre-booking Information**

When you have decided on a date and time, please ring or email to check availability (if you have not done so already) and once confirmed, please return your completed forms. A non-refundable £50 deposit is required to reserve your booking, once this payment is received your visit is confirmed. This can either be paid over the phone by card, by cash, or BACS. We do not accept cheques for any form of payments. If you have not yet paid your £50 deposit, please do so in order to secure your visit date and time.

Final numbers should be provided no later than 7 days prior to the visit and full payment is due on the day of the visit. You will be charged based on final numbers confirmed with us 7 days prior to the date of arrival. Invoices will be provided for all payments and sent via email to the address listed on your booking form. If your payment systems require more than 7 days notice please confirm final numbers accordingly to avoid a late payment fee (£25 per week overdue).

### **Health and Safety Information**

Visiting a farm is an invaluable learning opportunity but steps must be taken to ensure the safety and wellbeing of all. Please find our Risk Assessment and Hygiene Information on our website here: <https://www.bigsheeplittlecow.co.uk/school-visits>

We strongly advise that all attending staff familiarise themselves with the Health and Safety information leaflets on our website and follow all hygiene advice accordingly. A free of charge pre-visit is included with every booking to discuss the finer details of your visit with attending staff. Pre-visits can take place via phone however we strongly recommend an in person visit.

We welcome visitors of all ages and abilities and recognise that some, particularly those who are very young or have additional needs, may find it difficult to understand and follow hygiene procedures. It is essential that all safety advice is followed and it is the responsibility of your attending staff to comply and facilitate this at all times during your visit. We reserve the right to pause or terminate a visit with no refund if we feel that this advice is not being adhered to.

### Booking Form

Name of School	
Contact Person	
Address + Postcode	
Telephone Number	
Email Address	
Paying Privately or Council?	
Purchase Order Number (if council are paying)	
Requested Date/Time of Pre-Visit (please give more than one option if possible)	

Number of Children		Age of Children	
Number of Adults		Learning Objectives	

We offer free places for teachers/helpers/parents:

Under 5s: 1 to 4, Age 5-8s: 1 to 6, Age 8+: 1 to 8.

Any extra adults outside of the ratio will be charged at the standard child rate.

Date of Visit			
Arrival Time		Departure Time	

Farm Tour, Woolly Jumpers Play Barn, Outdoor Play Equipment, Chosen Farm Activity (subject to availability) Peak = weekends + school holidays Minimum charge of 15	Interaction with farm animals, pets, and pests, exploring sensory development. Can adapt specific learning objectives to meet national standard. Indoor and outdoor exercise for both adults and children. An opportunity to have fun whilst developing self confidence and trust when participating in physical activities. <b>(Socks must be worn by children and adults in the play area)</b>	£10 per child off peak (£12 peak)	
Ice Cream (tick if required)	A vanilla ice cream served in a small tub (allergen free alternatives available at no extra cost).	£3.00	

We require a non-refundable £50.00 deposit to confirm your booking. This can either be paid over the phone by card, by cash, or BACS. We do not accept cheques for any form of payments. Final payment of the invoice is due by the day of your visit and you will be charged based on final numbers confirmed with us seven days prior to the date of the visit.

## **Frequently Asked Questions**

### **Can we tailor our visit to a particular topic?**

Absolutely! All of our educational visits are personalised to the learning objectives you give on your booking form. Activities and their contents as such will be totally unique to your group. We welcome discussion and collaboration during your pre-visit.

### **Will we be split into groups for activities?**

Yes, we ask that you split children into groups of no more than 15 to ensure the quality of interaction is kept to a high standard. Once you have confirmed your final numbers (by 7 days prior to the visit), we will create and provide you with an itinerary for the day.

### **Will there be somewhere for us to leave bags/eat lunch?**

Yes, on arrival our guides will meet you in the carpark and show you to a designated area for any belongings. Time and a suitable space for lunch will be provided and detailed on your itinerary.

### **Can you accommodate S.E.N.D visitors?**

Yes, we welcome visitors of all ages and abilities. It is helpful to know details of any attendees with additional needs so that we can make appropriate adjustments. Details should be communicated at least 7 days prior to your visit. Our tour guides are trained in basic makaton and we have additional support documents available on request (i.e. image packs for social stories).

### **What should we wear?**

Comfortable clothing appropriate to the weather and activities to be undertaken. You will be outside for periods of time. Socks must be worn in the indoor playbarn. Sensible, sturdy footwear such as trainers/wellies (no open-toed sandals and the like).

## **Your helpful checklist!**

*We are so pleased you've chosen us to host your educational visit! If there is anything else we can help you with before the big day, please let us know and we'll be more than happy to help!*

At least 1 month before the visit

Have you paid your £50 deposit?	
Have you completed and returned the Booking form?	
Have you arranged a pre-visit?	

7 days before the visit

Have you attended a pre-visit?	
Have you contacted us to provide final numbers?	
Have you received your final invoice and itinerary?	
Have you and all attending staff familiarised yourselves with the Health&Safety Information?	

The day of the visit

Have you paid your final balance?	
Have you remembered to bring socks for the Playbarn?	

*We look forward to seeing you soon!*