

Please return your booking form to: education@monkeyworld.org or
 Monkey World – Ape Rescue Centre, Education Department,
 Longthorns, Wareham, Dorset, BH20 6HH. Contact No. 01929 401022



SCHOOL & COLLEGE GROUP BOOKING FORM – Part 1

1st January – 31st December 2026

(Group = 10 or more paying individuals)

(Only educational establishments registered with the Dept for Education are eligible for the discounted group rate)

Name of Educational Establishment:			DfE number:	
Address:				
Party Leader Name and Mobile No:				
Party Leader Email Address:				
Date of Visit:		Arrival Time:		Departure Time:
No. of Adults:	No. of School Children (YR-Y11):	No. of FE/Y12/Y13 Students:	Year Group/s:	
Paying Authority Company's name and address for receiving invoice: <i>(if different to the above establishment address e.g. a Multi Academy Trust's finance department's details):</i>				
Finance Email Address:			Finance Contact Name & Tel. No:	
Purchase Order No.	Do you intend to purchase a School/Group adoption package? (Y/N)		How did you hear about us?	
Do wish to book an educational session? (Y/N)	Do you plan to visit the Giftshop? (Y/N)	If yes, approximately what time will you be visiting the Gift Shop?	Do you require a cash float in the Giftshop? (Y/N)	
Admission Prices:				
<u>School Entrance Prices</u>			<u>Sixth Form & FE College Entrance Prices</u>	
Children up to & incl. Year 11:	£10.00	FE/Y12/Y13:	£13.00	
1 School Teacher to 6 Children:	FREE	Adults incl. lecturers:	£15.00	
Extra School Teachers:	£12.00			

To complete your booking, please sign the declaration on page 2 and ensure it is returned with this page.

SCHOOL & COLLEGE GROUP BOOKING FORM – Part 2

DECLARATION

Please read and sign this page. Return it together with the completed part 1

All groups of children (YR-Y11 inclusive) must be always accompanied by a teacher or adult supervisor. Please note our conditions for children to staff ratios:

- **Years 1 to 6:** A ratio of 1:6 (1 adult to 6 children) Reception classes should have a higher ratio
- **Years 7 to 11:** A ratio of 1:10 (1 adult to 10 children)

The booking institution is financially responsible for any damages to the park or facilities done by its children/students, and adults.

If the group is disruptive or upsetting to either the animals or other guests at the park, we reserve the right to have them leave the park without refund.

Monkey World and/or other authorised parties carry out filming/photography throughout the year at the park. We make every effort to ensure that visitors are not captured on film or other forms of media, however we cannot guarantee this. Therefore, by accepting the rules of entry to the park, **you agree** that we have the right to use any such images in any promotional, advertising or publicity material worldwide, in perpetuity, and on any media.

I have read the attached Risk Assessment and agree to abide by the park's terms, conditions and rules of entry.

Signed:

Print name:

Name of Establishment:

Date:

Please proceed to page 3 to book an educational session to enhance your visit.

EDUCATIONAL SESSION BOOKING FORM

PLEASE COMPLETE & RETURN WITH YOUR BOOKING FORM IF YOU WOULD LIKE TO PREBOOK
AN EDUCATIONAL EXPERIENCE AS PART OF YOUR VISIT

Educational Establishment Name:
Party Leader Name & Mobile Number:
Party Leader Email Address:
Date of Visit:

Please note that talks and workshops must be paid for in advance to secure your slot. We are unable to issue refunds if fewer children/students than paid for attend the session. If more children/students attend the session than paid for, we will invoice for the additional cost.

No. of Learners				Year Group/s:	
No. of Adults					
Preferred talk time:	10:15am	11:30am	1pm	2:30pm	

For sessions beginning at 10:15am, please ensure you allow enough travel time to arrive at the park promptly. All schools and groups are required to enter via the main entrance, and this can take longer during busy periods.

Please tick which session you would like to book

General Talks - £35 for up to 35 students, additional students £1pp.			
Rescue & Conservation		For larger groups of students, the Education Team will liaise with the Party Leader to organise consecutive sittings.	
Topic-Focused Talks and Workshops - £40 for up to 35 students.			
KS1-3			
Monkey or Ape?		Caring for Primates	
Caring for Chimpanzees & Orang-utans		Slow Loris	
South American Safari		Orang-utans	
Southeast Safari		Families Matter	
Threats to Primates		Human Primates of Monkey World	
KS4			
Primate Taxonomy: Characteristics & Adaptations		Business & Customer Service	

Tours	
Guided tour of Monkey World - £5per child/student	
Audio Tour - £10 for access on up to 20 devices, headphones not supplied	

Total Cost
£

For Office Use Only:			
Meeting Point:		Confirmed time:	
Education Officer:			
Invoice no:		Date sent:	
Date received:		Amount paid:	£

Risk Assessment for School and College Visits

Please note: We are a primate rescue and rehabilitation centre and not a zoo, as such the majority of our primates have been abused, neglected and exploited. We would be grateful if you could remind your students of this fact prior to entering our park.

We have offered our rescued monkeys and apes sanctuary, free from abuse of any kind and we will not tolerate any behaviour from visitors that causes distress to our primates in anyway e.g. shouting, screaming, banging on the viewing windows, running up and down outside enclosures, throwing items into the enclosures, feeding our primates etc.

Visitors that do not abide by the rules of entry to the park will be asked to leave and no refund will be given.

Risk Assessment Guidance

Monkey World operates under the auspices of the Zoo Licensing Act. We are subject to annual inspections from Enforcement Officers who look at the way we take care of our Primates and the safety of Staff and Visitors. The licence must be renewed every six years.

We strongly recommend that group organisers make a pre-visit to Monkey World and carry out their own risk assessment. We allow one free entry per class/group which is available on request when booking your visit. If a pre-visit is not possible, this document provides a general outline of the risks and controls identified.

It is essential that all children are supervised throughout their visit to us and that all attending the visit understand the following:

- the aims and objectives of the visit
- how to avoid specific dangers and why they must follow rules
- why safety precautions are in place and standard of behaviour is expected
- who is responsible for the Group
- what to do if approached by anyone outside the Group
- what to do if separated from the Group
- the time and place of departure of the Group
- that in an emergency situation e.g. first aid, they must notify a member of Monkey World staff urgently (as laid down in the DfES Health and Safety of Pupils on Educational Visits 1998)

INSURANCE

We have combined liability insurance, the certificate of which may be seen upon entry of the park if requested.

HEALTH & SAFETY REGULATIONS

We comply with all current health & safety regulations pertaining to the Park.

RISK ASSESSMENT OF POTENTIAL HAZARDS

All potential hazards on site do not exceed low to medium levels of risks. We strive to maintain high standards of safety on site at all times.

What are the hazards?	What are the risks?	Who might be harmed?	Controls Required
Dangerous Animals	Being bitten/scratched	Visitors to the park	• NO feeding or contact with primates at the park allowed. • Warning signs on the enclosures. • Safety barriers are in place. • Feeding of animals is totally prohibited.
Playing Apparatus	Accidental injury, falling, tripping etc.	Visitors to the park	• Children must be always supervised. • All three play areas have a soft fall surface area where appropriate. • Climbing frames are inspected daily for potential risks. • Disabled swing to be unlocked by Staff Member when required • We always have first aid facilities with a registered first aider on site.
Parkland	Accidental injury, slips, trips and falls: natural woodland environment including, but not limited to, tree roots and uneven ground.	Visitors to the park	• Children to always be under the supervision of school staff (free of charge entrance for 1 teacher to every 6 children plus free entry for school staff required for 1:1 support) and are not permitted to climb any tree. • Free RECCE visit for Party Leaders to assess risk and plan accordingly. • Visitors to comply with safety notices. • Visitors to be mindful of their footing, especially in wooded areas. • Sturdy footwear is recommended. • Safety barriers are in place. • Footpaths are well maintained with low kerbing. • All ponds and water areas on site have safety barriers erected around them. • We always have first aid facilities with a registered first aider on site.
Electric Fences	Electric Shock	Visitors to the park	• Electric fence warning signs. • Electric fences are out of the reach of children.
Fire	Evacuation	Visitors to the park Staff	• Emergency procedures are in place. • They comply with local and national fire regulations.

Primate Escape	Public Safety	Visitors to the park Staff	• All enclosures have substantial overhangs/electric and secondary fencing. • All enclosures have double and treble locking systems. • Only trained staff have access to these areas and to the locking systems.
Child Welfare Risk	Lost Child	Visitors to the park	• Lost children are to report to a member of Monkey World staff immediately. • Staff are trained in procedures in dealing with lost children and other emergency situations. • The child will remain with the staff member until his/her group is located at which time they will be returned to their group. • We have CCTV throughout the Park including the play area exits and entrances.
Outbreaks of Illness	Public Safety	Visitors to the park Staff	• Health & Safety & Hygiene controls are in place at all our catering outlets. • We have several public toilet facilities on site. • Disabled facilities are available for visitors. • All washrooms/toilets are serviced regularly throughout the day to maintain high standards of hygiene and cleanliness. • Visitors must comply with all posted guidance around the park, and all staff instructions. • No contact with primates permitted. • Physical barriers and signage. • Children must be always supervised.
Allergens	Allergic reaction	Visitors to the park Staff	• Allergens labelled on all menus at all on site catering outlets • Full allergen information available via QR code and physical folder in all catering outlets • Digital version of the menu available on our website to be viewed before visiting • Where allergens (i.e. peanuts and/or tree nuts) are used in Enrichment activities with the public, clear signage is used, and no child is allowed to participate without verbal confirmation from their supervising adult(s).

Allergens continued...		NB. Monkey World – Ape Rescue Centre is NOT a nut free site, as nuts form a key part of our primates’ diet, and are vital to their health. Our Primate Care Staff carry out scatter feeds throughout the day to all primates in their enclosures, and nuts may be a part of these feeds. As the majority of the park is open and outside, to our knowledge, the presence of nuts in enclosures has never created a problem. The enclosures to the primates are double fenced too, so the primates are never within two metres of the public (outside) or through a glass viewing window inside. We do have an appeal running year long for donations of food items, of which nuts are amongst them. On bank holidays, we also ask for donations of nuts, along with other food items. However, we will never accept open bags of nuts. Donations are stored out of public area and fed and handled by staff only. We do also allow families to bring picnics to the park and so we can never guarantee that the park is completely nut free in public areas. Our café will also contain some foods that may have nuts in.
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