

# Forest School Course Agreement

1. This document sets out the principal terms and conditions that will form an essential part of the agreement between Hampshire and Isle of Wight Wildlife Trust (HIWWT) and you in completing a Forest School course with us.

2. HIWWT reserves the right to terminate a student's enrolment in the event the student violates the agreement set out in this document.

### 3. Student attendance and behaviour

We kindly ask students to inform your tutors of any absences during any elements of the course. Prolonged absences may result in extra tuition hours or allocation to a different cohort and may lead to additional charges or termination of the student's enrolment. Irresponsible attitudes or behaviour and improper behaviour due to drug or drink related activities can lead to termination of your enrolment.

### 4. Student Deadlines

Students are reminded that they are expected to set realistic goals and timelines for themselves to complete the portfolio that is due.

Students are expected to submit coursework by the deadlines set by the tutor. Deadlines for the Level 3 course includes:

- Submitting your Handbook at least one month prior to the start of your assessed Forest School programme.
- Ensure a tutor can observe one of your Forest School sessions during the 12 months.
- Submitting completed portfolio within 12 months of starting the course.

We appreciate that there may be circumstances beyond your control and we can offer deadline extensions.

### 5. Student Extensions

In extenuating circumstances, you can request an extension from your tutor. This must be done so in writing. HIWWT may grant a maximum of 1 month extension to the deadline. Further extensions maybe possible but this will result in you being charged an additional fee of £50 for Level 1 and 2 courses and £100 per month for Level 3 qualifications.

### 6. Effective Communication with Tutor

Students are also expected to maintain effective communication with your tutor(s) on your progress and especially if you are having any difficulties. If your circumstances change and you are considering not completing your course, please notify your tutor as soon as possible, who can offer you support and advice.

### 7. Plagiarism

Plagiarism is defined as "Presenting someone else's work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance". Under the regulations for examinations, intentional or reckless plagiarism is not acceptable and can prevent you from gaining a qualification. Students should ensure they use appropriate referencing.

### 8. Tutors Commitment

HIWWT's Access to Fair Assessment Policy details how our tutors will endeavour to provide the best learning experience, for you to qualify. We will take a professional approach to our teaching, being well prepared, reliable and using a variety of methods. We will do our utmost to support you in completing the course, ensuring good communication and respecting students and our environment.

### 9. Health & Safety

You have a legal duty to take reasonable care to avoid injury to yourself or to others and not interfere with or misuse any clothing or equipment provided to protect your health & safety. If you suffer from a medical condition which may be caused by, or made worse by the following study activities, you should notify your tutor.

- Use of tools, shelter building and team building activities
- Woodland conservation tasks and green woodwork
- Fire lighting and camp fire cooking

Please report any accident, injury, near miss, unsafe working conditions or suspected faults in the buildings or equipment, immediately to your tutor. **You will also be responsible for providing your own safety boots for**

**the duration of the training.** First Aid training is not included in this training course and you will need to arrange your own outdoor or Forest School First Aid training if needed.

**10. Data Protection**

HIWWT will hold and process your personal data including some sensitive personal data. You agree to this personal data being processed in accordance with HIWWT’s Data Protection policy. In particular HIWWT will process your data necessary for completion of your studies such as disclosing some of your data to third parties such as LASER, who may share information with funders and regulators, and the Forest School Association. Hampshire & Isle of Wight Wildlife Trust will never sell your contact details to another organisation or share your data with other charities for marketing purposes.

I am happy to be contacted about conservation, membership, fundraising and education activities by:

**Post**  **Email**  **Telephone**

Should you wish to change your communication preferences at any time, please let us know by contacting our membership team: Tel: 01489 774400 Email: [membership@hiwwt.org.uk](mailto:membership@hiwwt.org.uk)

**11. Photograph Permission**

HIWWT may take visual recordings of students during the course and reserve the right to use these for education purposes. Students’ individual consent will be requested for promotional use of photographs or video recordings in the declaration below.

**12. Additional charges**

There may be additional charges should your Forest School session assessment be out of the county (£0.45 per mile, plus discretionary charge for travel time) and for postage of returned portfolios. Marked portfolios can be collected in person from our head office in Curdridge or from one of our Education Centres by arrangement for no additional charge. Please check with the course tutor.

**13. Payment**

Payment must be received **in full 3 months before** the start of the course.

If you wish to pay by debit/credit card or require an invoice to be raised please contact us below with invoice contact/address details. If paying by cheque please make payable to Hampshire & Isle of Wight Wildlife Trust and write ‘Forest School Training’ on the reverse.

In the unlikely event that the course needs to be cancelled or rescheduled, participants will receive a full refund. If you cancel at any time in the 8 weeks before the course start you will risk losing the full payment for the course, if we are able to fill the space we may be able to offer a partial refund of your payment minus £223.75 administration fee. If you cancel during the course we are unable to offer any refund.

If you would like to discuss payment, contact us on 01489 774406 E-mail: [courses@hiwwt.org.uk](mailto:courses@hiwwt.org.uk)

**14. Declaration by Applicant**

- 1. I confirm that, barring unexpected circumstances, I will attend all the course elements and fully complete the training according to the timetable. I agree to commit time to completing the coursework elements of the training in my own time if necessary.
- 2. I undertake to ensure that the necessary insurance cover, DBS and First Aid Certification are in place before running my Forest School Programme (L3 only)
- 3. I agree to refrain from delivering Forest School (excluding my in-training Introductory Forest School Programme) until I am a fully qualified Level 3 Forest School Programme Leader.

I hereby agree to the terms outlined above:

Signed..... Name.....Date:.....

I hereby authorise HIWWT to use any photography in its possession of me, free of charge, to publicise the Trust in any medium, including on the internet in any way the Trust thinks fit. I undertake not to object or interfere with such use unless I give further notice.

Signed..... Name.....Date:.....

**Support from Line Manager or independent referee**

Support for planning and delivering Forest School sessions and time to put together the portfolio are particularly important with this training. We recommend your supporter reads the information detailed above and on the Pre-Booking Information before signing.

Name of Supporter (print)..... hereby agree to support the above person applying for training in completing the Forest Leader training and the accompanying coursework.

Position of Supporter: .....

Signature of Supporter .....Date: .....