**CCOW Request Form**

Thank you for your interest in a Visit from the RNCI Countryside Classroom on Wheels (CCOW).

This resource offers a valuable learning experience for pupils.

It helps embed learning, stimulate senses and has a proven record of linking with Curriculum for Excellence.

Please complete both pages of this form and return by email or post to the address at the top of the page.

Teachers Name:

Teachers E-mail:

School Telephone:

Date:

*(of completing form)*

School Name & Address:

Permission given by Head Teacher – YES/NO

Local Authority:

Year Group: No. of Pupils:

Please choose which term you would like your visit to take place:

TERM 1 TERM 2 TERM 3 TERM 4

Please choose which days are most suitable:

TUESDAY WEDNESDAY THURSDAY

Please note any best dates or dates we should avoid:

*NB: the talk should last between 20-30 minutes, depending on the age of the children – up to 16 children can board the CCOW at any one time, and so large classes will need to be split into groups.*

What project & learning outcomes would you like the pupils to experience and / or learn during the visit?:

Any additional information (e.g. parking information):

|  |  |
| --- | --- |
| RNCI Office use only |  |
| Date Confirmed |  |
| Risk Assessment |  |
| CCOW Info & Website Link |  |
| Evaluation |  |

RNCI work closely with Royal Highland Education Trust (RHET). Please see: [www.rhet.org.uk](http://www.rhet.org.uk) for further information and details of other RHET/RNCI events.

**Photo Permission Form**

We at RNCI/RHET kindly seek your permission to use your school name and/or photographs for future publicity.

Please note that you should check and comply with your local authority guidelines for

photographic consent before signing.

RNCI/RHET staff and official photographers may take photographs during your event with RNCI/RHET.

Photographers will have RNCI/RHET certified name and / or press badges.

Photographs are an integral part of any charity publicity, giving body to a story about RNCI and RHET’s work and enable us to encourage more schools and teachers to become involved in taking the classroom to the countryside.

**Press**

Photos may be sent to press accompanying news stories. Such press may be external local, national and specialist publications as well as RNCI/RHET publications for internal and external use on paper and e-publications.

**Television & Radio**

On occasion, reporters from TV and radio programmes have come along to an event where it is considered newsworthy.

**RNCI/RHET Newsletters**

Issued to schools, RNCI/RHET host-farms and supporters to document the Trust’s activities and events.

**Promotional Materials**

These include official RNCI/RHET leaflets, banners, pop-ups and posters. Some may be used by our sponsors for similar publicity materials.

**Websites**

This includes the RNCI website [www.rnci.co.uk](http://www.rnci.co.uk) and associated websites such as those of our partners/funders.

**RNCI Social Media**

Find RNCI on Facebook. Pictures may be used to convey what RHET have recently been undertaking and achieving.

*Please choose:* **I agree**  / **I don’t agree**

that RNCI can take and use pictures/film of the class on this occasion

School Name/Teacher Name:...……………………………………..……………………...........................................

Signature: .....……………………………………..………… Date: ..........................................

***RNCI USE***

*Event & Date: ...................................……………………………………..……………………..................................*