**COURSE PLANNING SHEET**

Please complete and return to ingestre\_hall@sandwell.gov.uk at least **a term in advance** of your visit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name** |  | | |
| **Visit Dates** |  | **Age range:** |  |
| **Visit leader** |  | **Number of students:** |  |
| **Contact details for visit leader** |  | | |
| **Supporting staff names** |  | | |

**Anticipated group sizes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group sizes should be a maximum of 15.  If you bring over 60 students we will run one additional art form / activity group. Please call us on 01889 270225 to discuss the options available to you. 45 or fewer students will be split in to 3 different art forms/group activities.  Please contact us if any issues arise regarding maximum group numbers.  Please indicate your anticipated group sizes: | | | | |
| **Art** | **Drama** | **Dance** | **Music** | **Addtn. Group 1** |
|  |  |  |  |  |
| **Rotation:** Would you like 1 or 2 art forms per student during the visit? Please note that 2 art forms is only available as an option for 4 night residentials and longer.  Please specify: Rotation / No Rotation | | | | |
| **Animoto:** Animoto is a cloud-based video creation service that produces video from photos, video clips and music. Images are handled in line with our own GDPR standards. | | | | |
| Would you like us to produce an Animoto showcasing your week/tutored weekend? | | | | Y / N |
| |  |  | | --- | --- | | Have permissions for all students for photographs and Animoto been sought? | Y / N | | Do we have permission to use your photographs / Animoto for marketing purposes? | Y / N | | | | | |
| If you would like us to take pictures and produce an Animoto showcase, please note any visitors that must not appear in pictures or videos: | | | | |

**Course objectives and context**

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| --- |
| Do you have any visit outcomes linked to the curriculum? |
| Main personal / social outcomes:  *(Such as problem solving, leadership, teamwork, self-reliance, perseverance, etc.)* |
| How will the course link with students work at school? *(e.g. students prior knowledge / experience, anticipated follow-up after the course, personal and social or curriculum)* |
| Your theme for the visit, if required: |
| Tell us about the general dynamics and behaviours of your group to help us create a fuller picture? i.e. *individual needs, any students with specific medical, emotional or physical needs* |
| Do you have any students who use a wheelchair or may have access or mobility needs that we need to discuss? YES / NO |
| Other relevant Information: |

To discuss the educational aspects of your visit, please contact our Senior Tutor at ingestre\_hall@sandwell.gov.uk / 01889 270225 and we’d be pleased to help.