
VISITS TO ECTON – USING THE DOCUMENTATION

The documents on the website associated with visits to Ecton are all in pdf format. The system is not particularly sophisticated nor totally automated since we have to deal with a wide range of IT platforms and operator abilities (not least within the association!)

However, the forms have been designed to save some time and effort and to avoid the user repeatedly filling in large amounts of information.

Where information is required on forms it should always be possible to fill it in on your screen using Acrobat Reader – preferably Acrobat Reader 8.0 (or Acrobat if you have it). The form can then be named, saved and printed or attached to e-mails. All these forms can also be simply printed and then completed by hand but the benefits, such as they are, of transferring information within the form will be lost. Unfortunately, information is not automatically transferred between forms so there is certain amount of repetition.

Step 1 - Choosing a date for your visit.

The website shows the dates that are available for visits during 2009. The colour code for availability is shown above the dates. No colour means the day is free. Coloured but date visible means that there is still room for a small party. Solid colour means the date is not available.

Step 2 - Completing the Booking form & Invoice

Click on: [Visits to Ecton - Booking form & Invoice](#) to download the form in Acrobat (preferably Acrobat 8.0).

Clicking on the box and then on the down-arrow on the right of any **date box** brings up a calendar. Choose a date on the pop-up calendar and the date space will be filled in for you. (You do need to remember the date!!)

Just fill in the number of staff, adults (not staff but those adults who will be in the mine and the education centre – not the minibus driver if he/she is going to stay in the minibus) and students. The charges and totals will be calculated. Two staff members are required to accompany any party, for which there is no charge. For parties over 27 there are three free staff places and four free staff for over 37, etc.

You need to choose between a Geology Day and a Chemistry Day. Brief outlines of the activities for each type of day are provided lower down on the form. Further information about the activities taking place during the day is provided on the Website.

It would be very helpful if all of the boxes in the Institution and Principal Contact/Organiser table are completed.

The “Print Form” and “Reset Form” buttons do exactly what they say they do!

Please do not fill in or activate the boxes below the red line – you will end up confusing everyone.

A draft invoice (on page 2) forms part of the [Visits to Ecton – Booking form & Invoice](#). Any information filled in on the booking form which is common to the invoice will be transferred automatically e.g. Institution name. Most of the [Invoice](#) should be completed for you.

Print the invoice page and send it to your institution’s financial department to enable payment to be made.

Once the form is complete, give it a name, preferably including an abbreviated institution name (e.g. Walton High School could be Waltonvisit) save it and then attach it to an e-mail addressed to the e-mail addresses on the form (copy and paste will eliminate most mistakes). It is a little tricky on the invoice but it does work! Avoid getting the little finger symbol – you need the crosshairs or the off-centre arrow-head symbol.

Step 3 - Other Documentation

While you are waiting for your allocated Tutor to contact you and confirm your visit date have a look at the following, all of which are posted on the website:

- [Visits to Ecton - Essential information](#)
- [Visits to Ecton - Emergency Procedures](#)
- [Visits to Ecton - Risk Assessment of activities](#)

These are all simple pdf documents that do not require any input.

Step 4 – After Tutor Contact

After your allocated tutor contacts you, confirms receipt of your booking and finalises the programme details for your visit, you will need to confirm payment to secure the booking date.

Please complete the [Visits to Ecton - Visitor Information form](#).

We do need the names and contact telephone numbers of everyone who will form part of the visiting party. The phone number will only be used in case of emergencies so the school phone number is not appropriate. (In the decades of operating courses at Ecton, this information has never been required but we do not want to be searching for contact telephone numbers in an emergency.)

The Medical condition column needs to be completed for everyone. For most the response would be “No” (you can select “Yes” or “No” from the drop-down list). If A “Yes” is filled in then further details must be provided in the box below.

Since each group must provide their own First-Aider, the name of the First-Aider holding a nationally recognised qualification must be filled in.

Finally we need the name of the person responsible for collecting the medical and contact information. They also need to sign it.

If the names of all the visitors have been typed into the Visitor Details page, they should all appear on the Safety Instructions page with no further effort.

Printing Documentation

Please print both the Visitor Details page and the Safety Instructions page of [Visits to Ecton – Visitor Information form](#) and bring them with you on the day of the visit.

By now you will also have discussed the programme for the day in great detail with your Tutor and you will know which modules you intend to complete. *Select the appropriate workshop modules from the information on the Website and print sufficient copies of the student worksheets for each member of the visiting party.* You should also print a copy of: [Visits to Ecton – Essential Information](#), as a ready reference for the visit.

Very Important

Finally a word about appropriate clothing and you will find this repeated frequently in all the documentation:

It is important that the group brings warm waterproof clothing, even in summer; sturdy, waterproof footwear with treaded soles that will provide grip in wet conditions is essential. Normal shoes and ‘fashion’ trainers are not appropriate; walking boots with Vibram-type soles are ideal. The Course Tutor has the right to refuse to take a group on the hill if they are not safely equipped for the day’s conditions. If you know that your group has difficulties, please contact the Tutor to discuss solutions. A change of dry clothing and footwear for the journey home is important.

After the Visit

Please take some time to speak to your party about the visit and then complete the [Visits to Ecton - Feedback form](#). This will help us to improve visitor experiences to Ecton.