

**Arthog Outreach**

Limekiln Lane

Wellington

TF1 2JA

01952 387378

**Arthog Outreach enquiry form**

*Please fill in the form or get in contact with us to discuss how we can work with you.*

Name of the contact
Name of school/ organisation
Contact details email and phone
Activities/ Topics/ Outcomes...
Age, nature of group, numbers involved.
Any preferred times/ dates?
How many sessions or duration of the course?

*There are details of our fees and potential activities on the Outreach pages of:*

[www.arthog.co.uk](http://www.arthog.co.uk)

**Booking process**

Once we receive your enquiry we will be in contact to discuss your enquiry and hopefully develop it into the booking which best suits you and your groups.

Then

We will start a booking confirmation form which should clarify, dates & times, total number of sessions, activities and course overview as well as the costs.

Then

You check and complete the form, before returning it to us. This form is based on the Local Authority 16a form so covers a lot of the risk assessments associated with organising a trip.

The trip is now booked, we can continue liaising about any potential changes and as the booking gets closer.

**Privacy Notice:** Any personal information collected by Telford and Wrekin Council will not be shared with any external organisations.

For further details on the council's privacy notice please view the privacy page on the council's website:

*For further information please email or phone.*

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