

Wildgoose Rural Training confirms that the information contained on this form will not be shared with anyone outside of the Wildgoose organization unless it is required by Social Services or for legal reasons.



Student application form
 Wildgoose Rural Training
 Old Quarry Drive, Main Road, Hallow, Worcester, WR2 6LS
 Tel: 01905 620840
Jon@wgrt.org and Hollie@wgrt.org

Student Details	Date of Birth:
Name:	Age:
Address:	Tel. number (home): Tel. number (mobile): Contact email: Would you like to be added into the parents and carers WhatsApp group? (Please circle as appropriate) YES NO
GP Details Name Practice Telephone	Social Worker Details Name Controlling Council Telephone
Does the student use respite Services? Yes / No If Yes, please give details – Contact Name or Centre Name Telephone	Does the student attend other services? Yes / No If Yes please give some brief details, days attending, activities and contact
Transport Details How will the student arrive at WGRT? If using a Taxi please give details here Name Number	Emergency Contact / Carer Name 1st Emergency contact/Next of kin name and phone no: 2nd Emergency contact/Next of kin name and phone no: Power of attorney or deputyship held for the student? Yes/ No Name.....

Contact

By ticking each box below, you confirm agreement that Wildgoose Rural Training can contact you by means of mobile (text alert), landline and email.

Landline	Mobile	Email

Photograph consent

We often take pictures of students for their diaries and during activities. These may be displayed on our website, flyers, Twitter or Face Book. By ticking below you are giving your consent to their use.

Website/flyers	Linked In	Facebook

Does the student have any disabilities (physical or mental) that we should be aware of?

Does the student need any support with practical activities or classroom activities (reading, writing)?

Does the student have any mobility issues that we should be aware of (can they move around an uneven site without requiring additional support?)

Does the student have any behavioural issues/triggers that we should be aware of?

How would you rate the student's ability to make his/her own decisions? (Please Tick)

No problems	Requires some prompts	Needs things explained very clearly before deciding	Requires lots of prompts and explanation. May need help to make a final decision.	Relies completely on others to make decisions.

Comments

Does the student have any previous police convictions, cautions, legal injunctions or negative behaviour that we should be aware of? (If yes please give details)

Will a support worker be in attendance? (If yes please give details)

Does the student have a religious belief or affiliation that we should be aware of? (If yes please give details)

How best can we support this student to enjoy their time at Wildgoose?

Is there anything that is not contained anywhere else on this application that we should be aware of to ensure the safety and wellbeing of the student?

Does the student have any medical conditions?

(If yes, please state)

Is the student currently receiving any medical treatment?

(If yes, please state)

Is the student taking any regular medication? (If yes, please state)	YES / NO
Does the student have any allergies? (If yes, please state)	YES / NO
Does the student have any special dietary requirements? (If yes, please state)	YES / NO
Is the student's Tetanus immunisation up to date?	YES / NO

Proposed day to attend	Please Tick
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

If a care plan and/or epilepsy plan is in place, please ensure that you include it when returning this application.

Areas of interest

Animal Care		Cooking	
Horticulture		Preserving	
Agriculture		Wood crafts	
Woodwork		Art	
Conservation		Pottery	
Blacksmithing		Mechanics	
Basic construction		Willow work	

Type of student placement (Delete as Appropriate): Small group- £63 1:1-£140 Billing information (Delete as appropriate) – WCC Private Direct Invoice Other Billing Details Name Address Telephone number: Email address:	In signing this you confirm that you are in agreement with our processing of your information in accordance with our GDPR Policy. You agree with the Health & Safety policy of WGRT. You understand that the person that you are responsible for should have a current tetanus vaccination before attending WGRT if possible. You give WGRT permission to carry out first aid in the event of a minor accident or call for emergency services in the event of a major accident should this ever be needed. You will provide suitable safe footwear and weather appropriate clothing for the applicant. Full terms and conditions can be found on our website, in the case of a student wanting to leave Wildgoose once started, there is a minimum notice period of 4 weeks. Signature of: Parent/Carer Please print name: Date :
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By signing this form you have confirmed that the information on this form is correct to the best of your knowledge and understand that the information contained in this form will be kept in the students file and on the Wildgoose Rural Training electronic database.



TERMS AND CONDITIONS

Please read the following Terms and Conditions that apply to your placement with Wildgoose Rural Training, then sign and return a copy by 30th September 2025.

Financial Terms

- 1) Invoices will be issued at the end of each month. Prompt payment is appreciated.
- 2) Fees apply even in the event of short-term illness, unauthorised holidays, or other non-agreed reasons.
- 3) The contract for a student placement may be terminated by giving notice to Wildgoose. 4 weeks written notice is required, and fees are payable for the notice period.

General Terms

- 1) Please do not arrive at the centre before **9.00 am** as there may not be staff available to look after you. Students can arrive between 9am – 9.30am and should be collected for 2.30pm.
- 2) Please notify the Centre in the event of illness/absence on 01905 620840 or email absences@wgrt.org
- 3) Holidays and other ad hoc absences – Please use our holiday request form to book holidays. If you can give us 4 weeks' notice, then we will not charge if you are away on holiday. If you do not give us 4 weeks' notice, we will charge your usual daily fee.
- 4) Please make staff aware of any medication that you may bring to the Centre either to self-medicate or for staff to administer, please note staff will only administer medication if they have the appropriate training and written authorisation from parents/carers.
- 5) **Nut free environment. Please do not send students with any nut products as we have some students who are highly allergic to nuts.**
- 6) Energy drinks - we do not allow the consumption of energy drinks on our site and would ask that students do not bring them.
- 7) Please do not bring valuable items with you i.e. mobile phones, tablets, laptops or expensive jewellery. If the student decides to bring in expensive items, we cannot take responsibility for the item's safe keeping. Mobile phones that are brought in can only be used during breaks.
- 8) Please wear sensible and weather appropriate clothing whilst attending the Centre, including a waterproof coat and a sun hat (depending on the weather). We require all students who work woodwork, horticulture, animal care, conservation and mechanics or more active/outdoor groups to wear steel toe capped boots or work shoes.
- 9) Please remember to notify us immediately if **any** contact details or home address changes.

Transport

1. Please make sure you are ready for collection the bus will wait for no longer than 5 minutes to keep us on time and make sure other students aren't disadvantaged.
2. The bus leaves Wildgoose at 07:30, please let us know as soon as possible if you don't require collection on any of the days.

Additional Terms

1. If a student has any cold/flu or sickness symptoms (no matter how mild) they should not attend Wildgoose to avoid passing on viruses to their peers.
2. In addition, we are required to hold your National Insurance Number. This is essential for enrolment on any courses available at Wildgoose, but in no way affects any benefits received by individuals.

Personal Care Plans

1. We are required by Worcestershire Country Council to hold on file some additional information about each person, this includes a copy of your personal care plan. If you have not already done so, please enclose a copy of it with your signed contract.

Wildgoose Whistleblowing Policy

2. At Wildgoose we want your experience to be the best. If you wish to discuss a problem or make a complaint, in the first instance please contact Hollie (Provision Manager) if you feel your issue has not been resolved please contact Jim (Chief Executive). If a resolution cannot be found by Jim, then a member of our Board of Trustees will be available to assist in resolving any issues.

Important contact details

Absences – Please call us on 01905 620840 or email absences@wgrt.org to inform us of absences due to sickness, medical appointments or other general reasons.

Holidays – Please complete a holiday form that can be found on our website, or the student can request one from our main office. (See T&C's)

Jim Hilderley CEO – jim@wgrt.org

Hollie Burfitt – Provision Manager and Designated Safeguarding Lead - hollie@wgrt.org

Jon Wightman – Pastoral Manager - jon@wgrt.org

Bev Cooper & Vicky Bayliss – Finance controllers - accounts@wgrt.org

We run a "Parents & Carers" WhatsApp group to enable to contact you quickly and collectively. If you would like to be added to this group, please email Ben on ben@wgrt.org

PLEASE INFORM YOUR TRANSPORT OF THE FOLLOWING CLOSURE DATES

Christmas Break

Last day for students will be Monday 22nd December 2025

Students return on Monday 5th January 2026

Bank Holiday Closure Dates

Friday 3rd April 2026 (Good Friday) – **Closed**

Monday 6th April 2026 (Easter Monday) - **Closed**

Monday 4th May 2026 - **Closed**

Monday 25th May 2026 – **Closed**

Monday 31st August 2026 – **Closed**

Staff Training Day Closure

Wildgoose will be closed to students on this date to allow staff to complete essential training.

Tuesday 23rd December 2025

Friday 5th June 2026

I agree with the terms and conditions contained in this document and understand all the term dates as stated.

Signed Student/Carer

Date

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Signed  On behalf of Wildgoose Rural Training

Date – 1st

September 2025

Wildgoose Rural Training Student Uniform

Now Available

Our new uniform range is now available, consisting of Hats, Tops, Trousers, Waterproofs and Shoes.

All of these can be ordered from Jobtogs, located in The Tything, Worcester.

To order yours today head to...

<https://jobtogs.secure-decoration.com/create/7761466?c=7761466> and use our verification code "Wildgoose2025" at the checkout





Wildgoose Rural Training and Nature Reserve **Induction Booklet**

This booklet is to inform you of everything you need to know before you start with us. If you have any questions, please get in touch.

Personal Protective Equipment (PPE)

Steel toe capped boots- As a student at Wildgoose your safety is our biggest priority. You will need to wear steel toe capped boots whilst you are on site and completing the following tasks; animal care, horticulture, woodwork, mechanics, conservation work and construction.

Gloves, dust masks and eye protection – These items will be provided by your tutor; however, it is your responsibility to wear them, keep them safe and return them to the correct place after use.

Hand washing- As we are a working farm and have animals and machinery on site, it is **very** important that you wash your hands after you have finished working, used the toilet, and before you eat and drink.

Working in the kitchen- If you are working in the kitchen then you must:

Always wear a clean apron

Tie long hair back or wear a hair net

Wear clean indoor shoes

Wash hands regularly

Use the coloured chopping boards correctly

Leave the kitchen as you found it.

Piercings and Jewellery- New piercings must be covered by a plaster to avoid infection. Studs in ears are fine, but not long dangling or hoop earrings. You may be asked to cover or remove any piercings that may be considered a potential danger. Long necklaces, chains or large rings must not be worn to avoid any injuries.

Accidents- All accidents must be reported to your tutor or another member of staff immediately. It doesn't matter how small you think the accident is, please always report it so that a tutor can give the necessary first aid treatment and record the incident.

General health and safety – The Wildgoose Health and Safety Protocols are not negotiable and must always be followed. You will need to complete a Wildgoose Health and Safety Certificate before you start. If you choose to ignore the policies

and procedures whilst at Wildgoose this could result in you being asked to leave the lesson or site.

You must make sure you have an up to date Tetanus Immunisation where possible. Your doctor can help you with this.

Allergies- if you are allergic to anything it is very important that you inform us before you start and provide us with any antidotes that you require. Please note that we do not allow nuts on site.

Mobile phones - You are welcome to bring your mobile phone but please note that we take no responsibility for it if it gets lost or damaged. You are also only permitted to use it in your morning break and lunch break. It must be put away or switched off at all other times.

Energy drinks - We do not permit energy drinks such as Redbull, monster and any other brand. We also promote where possible a healthy balanced lunch, please do not bring in copious amounts of sugary sweets and chocolate as they may be confiscated and returned to you at the end of the day.

PLEASE NOTE WE HAVE A NO NUT POLICY DUE TO OTHER STUDENTS HAVING SEVERE NUT ALLERGIES.

Behaviour- You are expected to act in a mature way and take responsibility for your own actions. Wildgoose is not just about learning new skills and knowledge, it is also about being introduced to the working environment, following instructions and acting in an appropriate manner.

Please remember the 5 R's

Respect your tutor
Respect your peers
Respect yourself
Respect the animals
Respect Wildgoose's property and equipment

Times-

The day starts at 9:30am, you should be ready to start work at this time.

Tea break is at 11:00am - 11:15am

Lunch break is at 12:30pm – 1:15pm

The day finishes at 2:30pm

Tea, coffee and squash is available at break times. Please bring in your own water

bottle that can be refilled if needed. You will need a packed lunch or money to purchase lunch from our tearoom Bonnie's. You are responsible for washing up any crockery, cups or cutlery you use.

Working with animals- You will be expected to follow instructions and protocols regarding the caring for the animals. If you ignore these you could put yourselves or the animals in danger. The animals should be treated with respect and care. None of the animals have chosen to live here, we have imposed a captive life upon them, so it is up to us to give them the best possible care.

You will be encouraged to face your fears! Animal care is not about cute and fluffy animals all the time. We have many types of animals including larger animals.

Finally, ask questions and enjoy your time here at Wildgoose. Yes, you are here to learn new skills and knowledge but we also want you to have fun, make new friends and become part of our Wildgoose Family.