

## Guidelines

### How to book

Educational visits, whether guided or self-guided, are free of charge but **must be pre-booked**. We recommend booking your visit well in advance to avoid disappointment.

To make a provisional booking and to discuss your requirements please call **01483 212432** or email [schools@rhs.org.uk](mailto:schools@rhs.org.uk)

**The booking form should be returned to confirm your visit.** Please note that we do not send a letter of confirmation.

RHS School and Family Learning offers a range of exciting workshops as outlined in the Workshop brochure. The guided workshops, of approximately 1½ hours, are run by enthusiastic, highly qualified teachers and are supported by experienced volunteers.

### Planning your visit

Call **01483 212432** to make an appointment for a pre-visit.

**Visiting pupils are primarily in the care of accompanying school staff. Adults must accompany their groups at all times for health and safety reasons. Please ensure you have the required number of adults and that they are aware of their responsibilities during the visit:**

#### Ratios

Special Needs 1:1  
Foundation Stage 1:4  
Years 1-3 1:6  
Years 4-6 1:8  
All others 1:10

- Refer to the 'Guidance for making a Risk Assessment' when making your own risk assessment for the visit. Supporting information can be accessed from [www.rhs.org.uk/learning/education/schoolvisits.asp](http://www.rhs.org.uk/learning/education/schoolvisits.asp)
- All our pre and post visit lesson plans are available on the RHS website in the learning and education section to support the visit.
- All our programmes include outdoor experiences in the Garden. Please ensure that the students and accompanying adults are dressed sensibly for the weather, with suitable footwear and appropriate clothing.
- It is advisable that pupils visiting the Garden have up-to-date Tetanus inoculation, particularly if a hands-on gardening activity is planned.

### At the pre-visit discuss:

- Objectives of the visit and any special needs / requirements.
- Resources required for self-guided visits - packs are available on request.
- Health and Safety issues and emergency procedures.
- Lunch arrangements.

On your pre-visit allow time to familiarise yourself with the Garden, maps are available at the Garden Entrance.

### On the day

The Garden opens at 10am. The coach park is within a short walk of the Garden entrance.

- All school staff are expected to remain with their group throughout the day and are responsible for the young people's needs, behaviour and safety at all times.
- There is First Aid cover in the Garden in case of an emergency. RHS staff will only carry out first aid under the direction and authority of an accompanying school staff member. The Society holds Third Party Insurance but it is essential that the school holds Public Liability Insurance.
- Teachers must make the children aware of the need to take special care with regard to their own safety by not exploring potential hazards such as garden machinery, river and ornamental water features, climbing trees, eating fruits or drinking water, other than from sources labelled as safe. Children must not pick any plant material and must always wash their hands before eating.
- Children's 'Goody Bags' are available to order in advance at £2 each. (The Goody Bag contains: Bamboo fibre pot, packet of seeds, plant label, pencil and plant clip.) Alternatively, the Shop stocks a very good range of pocket money toys and stationery. We very much welcome school children into the Shop and the Plant Centre as part of their day out. We would kindly request that they are supervised and visit in small groups.

### After the visit

We value the educational opportunities that RHS Gardens can provide and will always do our best to see that visiting students have an enjoyable learning experience.

Please complete and return the evaluation form which helps us to plan our future programme of workshops for school visits.