

SECONDARY SCHOOLS

Important information for schools visiting RHS Garden Harlow Carr

On booking

This is the time to discuss the following.

- ☐ The visit's objectives.
- ☐ Any special needs/requirements. (We have portable hearing loops).
- ☐ Staffing ratios.

Ratios

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

These ratios may include volunteer helpers.

- ☐ Lunch arrangements. Pre-booked under cover space available.

Please note: There are no litter bins in the Gardens. All rubbish must be taken home.

Before your visit

- ☐ Complete and return your Schools Booking Form that you will have been sent after your initial phone call. This is confirmation of your booking.
- ☐ Make a free pre-visit. Please book on 01423 724646 and bring your booking form with you.
Please download the 'Guide for your pre-visit' www.rhs.org.uk/Children/For-schools/School-visits/Harlow-Carr/Primary-school-visits
- ☐ Please ensure that the students and accompanying adults are dressed appropriately for the weather.

On the day

- ☐ **All accompanying adults need to be briefed by the group leader.** They must be made aware of any possible risks that may arise during a visit. Please share the information on your Risk Assessment. The 'Guidance for making a Risk Assessment' can be found on: www.rhs.org.uk/Children/For-schools/School-visits/Harlow-Carr/Primary-school-visits
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 Gardens 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.

- ☐ Please ensure that the coach stops at the drop off point next to the shop wall. Cars and minibuses may park in the main car park. (Please make the coach driver aware of the pick up point over the other side of the road.)
- ☐ On arrival, please can **one** member of staff report to the entrance before offloading the students. Staff will then direct you to your base.

We hope you have a fabulous day!