

Guidelines for School visits to RHS GARDEN ROSEMOOR

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, particularly for visits in March, April, May, June and July when we are very busy.

We do ask you to consider giving a donation towards our costs, a suggested amount of £3 per child. Please understand this is only a request, as we know travel costs can be high. ***We would much prefer to have your school visit than not, but any amount would be gratefully received.***

RHS Garden Rosemoor offers a range of exciting topics as outlined in Rosemoor Topics List which are sent to all local schools or is available as a download on the [RHS website](https://www.rhs.org.uk). The guided workshops, of approximately 1½ - 2 hours, are run by enthusiastic and highly qualified teachers.

To make a provisional booking and to discuss your requirements please call the Education Officers on 01805 626805 or email schoolsrosemoor@rhs.org.uk

This is the time to discuss the following:

- The visit's objectives and any special needs/ requirements.
- Pupil groups, staffing ratios and responsibilities.
- Health and safety issues and emergency procedures.
- Lunch arrangements.

We will send you a booking form to complete and return. You will also be sent health and safety information for making risk assessments and guidance and responsibilities for your visit.

The booking form will be returned to confirm your visit.

PLANNING YOUR VISIT

Make a pre-visit to discuss your visit requirements with an Education Officer and familiarise yourself with the garden.

At the pre-visit discuss:

- Objectives of the visit and any special needs / requirements
- Resources required for self-guided visits
- 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.

Use the pre and post visit lesson plans available on the RHS website in the Rosemoor section to support your 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.

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

These ratios may include volunteer helpers.

- All accompanying adults need to be briefed by the group leader. They must have read these requirements and been made aware of any possible risks that may arise during a visit.
- Refer to '*Guidance for making a risk assessment*' when making your own risk assessment for the visit. Risk assessments for our teacher-led sessions are available on request or on the [RHS website](#)
- 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.

ON THE DAY

- We like to start our morning sessions at 10am, so if you can arrive a little bit before 10am we can take you to the Learning centre drop off bags and go to the toilet before we start.
- Coaches and cars park in the main car park opposite the Visitor's Centre. **There is no access to the log cabin car park as this is no longer used.**
- Upon arrival please report to reception in the Visitor's Centre and we will meet you and take you to the new Learning Centre.
- 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.
- The Garden 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 a worthwhile and enjoyable learning experience.

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