

# RHS Garden Wisley

## Self Guided School Visits



## Guidelines

### How to book

Educational visits are free of charge but **must be pre-booked**.

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.

### Planning your visit

We strongly recommend that you have a pre-visit meeting with an Education Officer before your visit. Call 01483 212432 to make an appointment for a pre-visit.

Visiting pupils are 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

These are minimum numbers; please notify us in advance if you wish to bring additional adults.

- 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/schoolsvisits.asp](http://www.rhs.org.uk/learning/education/schoolsvisits.asp)**
- A visit to Wisley is an outdoor experience; please ensure that the students and accompanying adults are dressed sensibly for the weather, with suitable footwear and appropriate clothing, regardless of the season!
- Ensure your students have activities to do during their visit and that the accompanying adults are ready to help and are clear about the objectives of the visit.
- RHS Garden Wisley is a garden open to the public. **Ball games, climbing trees and general running around are not permitted.** Primary aged children may visit 'Wild at Wisley', the play area where there are opportunities to run, play and climb.

### At the pre-visit discuss:

- Objectives of the visit and any special needs / requirements.
- Suggestions for activities on your self-guided visit.
- Health and Safety issues and emergency procedures.
- Lunch arrangements.
- Suitable parts for the garden for your activities and for 'free time'.

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 in an outside environment. The garden contains potential hazards such as garden machinery, river and ornamental water features. Children should not pick any living 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.)