

Requirements for School Groups

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The RHS is the UK's leading gardening charity and all educational visits to RHS gardens are FREE. If you feel able to give a donation to the RHS to help support our educational work this would be much appreciated, we ask you to consider a donation of £3 per child for your visit.

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.

RHS Education & Learning offers a range of exciting workshops for schools as outlined in the **Workshop booklet**, ([downloadable from the RHS website](#)). **Please use this to decide what you would like to do.**

The guided workshops, of approximately 1½ hours, are run by enthusiastic, highly qualified teachers and are supported by experienced volunteers.

Self guided visits have a range of 'Self Guided Activity Ideas' which are available to [download from the RHS website](#).

To make a provisional booking and discuss your ideas for your visit please contact us:

Telephone: **01483 212432**

e-mail: schoolswisley@rhs.org.uk

You will be sent:

- A booking form.
- Guidance for making a risk assessment - use this as guidance for making your own risk assessments

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

Planning your visit

It is essential that you book a pre-visit before your visit, please call **01483 212432** or email schoolswisley@rhs.org.uk to make an appointment.

- 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, as stated in the table opposite, and that they are aware of their responsibilities during the visit.
- Refer to the 'Guidance for making a risk assessment' when making your own risk assessment for the visit. ([downloadable from the RHS website](#)).
- All our workshop lesson plans, self-guided activity ideas, as well as pre and post visit ideas are available to [download from 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.
- For information on Tetanus vaccinations please see www.nhs.uk/conditions/Tetanus/Pages/Introduction.aspx

Staffing Ratios	
Special Needs	1:1
Foundation stage	1:4
Year 1-3	1:6
Years 4-6	1:8
All others	1:10
These ratios may include volunteer helpers	

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At the Pre-visit discuss:

- Objectives of the visit and any special needs / requirements.
- Resources required for self-guided visits and suitable locations to use in the garden.
- 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. **Please report to the Entrance Staff on arrival.**
- 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.
- 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, water features, climbing trees, eating fruits or drinking water, other than from sources labelled as safe.
- 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.
- 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. See the [RHS websites](#) for Self Guided Activity Ideas.
- RHS Garden Wisley is a garden open to the public, so children must be aware of noise levels and be considerate of other visitors. Please do not allow your children to pick any plant materials unless directed by an Education Officer and ensure hands are washed before eating. Ball games and climbing trees are not permitted.
- 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.***
- There are no litter bins in the garden therefore all rubbish must be taken home please.
- Children's 'Goody Bags' are available to order in advance at £2 each. (The Goody Bag contains: 2 packs of seeds, sunflower and easy to grow vegetable, a Wisley welly boot key ring & a Wisley pencil.) 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

Please complete and return the evaluation form so that we know what works well and what doesn't! This helps us to plan our future programme of workshops for school visits.

We hope you have a fabulous day.