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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 your self-guided visit

All self guided educational visits must be pre-booked. To make a provisional booking and discuss your ideas for your visit please contact us:

Telephone: **01805 626819**

e-mail: schoolsrosemoor@rhs.ork.uk

You will be sent:

- A booking form.
- General risk assessment for schools visits to RHS Garden Rosemoor - use this as guidance for making your own risk assessments
- A map of the garden.

Your booking form should be returned to confirm your visit. We will send a copy via email as confirmation.

Planning your visit

We strongly recommend that you have a pre-visit before your visit.

Call **01805 626819** to make an appointment for your pre-visit. Don't forget to bring a copy of the 'General risk assessments for schools visits to RHS Garden Rosemoor' as guidance. (Downloadable from the RHS website)

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. (Refer to the 'General risk assessments for schools visits to RHS Garden Rosemoor' when making your own risk assessment for the visit.)
- 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.

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.

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

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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- A visit to Rosemoor 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. See the websites for Self Guided Activity Cards.
- RHS Garden Rosemoor is a garden open to the public. Ball games, climbing trees and general running around are not permitted. Primary aged children may visit the gardens play areas, 'The Brash' or 'The Copse'.

Emergencies

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 and water features.

Children should not pick any living plant material and must always wash their hands before eating.

On the day

The Garden opens at 10am. The coach park is in front of the Garden entrance.

Please report to the Entrance Staff on arrival. They will be expecting you and can assist you with any last minute queries.

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.

Please note:

- There are no litter bins in the garden therefore all rubbish must be taken home please.
- We would be grateful if you could remind adults not to use the tables outside the restaurant as these are for the use of restaurant customers only.

The staff will provide you with an evaluation sheet. Please take time to fill this in so that we know what works well and what doesn't! We wish to make self-guided visits successful for all who come on them.

We hope you have a fun day.