

Requirements for School Groups

Guidelines 1 of 2

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 **must be pre-booked**. We recommend booking your visit well in advance to avoid disappointment.

RHS Education & Learning offers a range of exciting guided 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 1¾ hours, are run by enthusiastic, highly qualified Education Officers and are supported by experienced volunteers. **The remaining part of your visit will be self-guided.**

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: **01423 724646**

e-mail: schoolsharlowcarr@rhs.org.uk

Pre-booked under cover space is available for lunchtime. **Please note:** There are no litter bins in the garden therefore all rubbish must be taken home. Please see our 'Lunch box Challenge' ([downloadable from the RHS website](#)).

You will be sent a booking form which **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 have a free pre-visit before your visit, please call **01423 724646** to make an appointment. Please bring your booking form and your School ID Badge.

- 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.
- Please make sure you have activities planned for the **self-guided** part of your visit.
- 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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Guidelines 2 of 2

At the Pre-visit, discuss:

- Objectives of the visit and any special needs / requirements.
- Arrival and entry to the garden.
- Resources required for self-guided visits and suitable locations to use in the garden.
- Health and Safety issues and emergency procedures.
- Lunch arrangements.
- Garden Code.

On your pre-visit allow time to familiarise yourself with the Garden. Maps are available at the Garden Entrance.

On the day

Please note, you will be required to firstly consider your own dynamic risk assessments on the day and prioritise these judgements ahead of our suggestions.

- The Garden opens at 9.30am. Your booking form will state your arrival time. Please ensure that the coach stops at the drop off point adjacent to the shop. Cars and minibuses may park in the main car park. Please make the coach driver aware of the pick up point on the opposite side of the road.
- On arrival, please send one staff member to report to the entrance before disembarking with the children. Staff will then direct you to the Bramall Learning Centre where you will be met by the Education Team (for both guided and self-guided visits).
- 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 Harlow Carr 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.***
- 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 an enjoyable day.