

Welcome to RHS Garden Harlow Carr

Requirements for School Groups

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 student for your visit.

How to book

Educational visits, whether guided or self-guided, **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 and educational groups as outlined in the Workshop Brochures, 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 Horticultural Education Officers and are supported by experienced volunteers. The remaining part of your visit will be self-guided.

There is a range of resources and activity ideas available to download from the [RHS website](#) to support the self-guided part of your visit.

To make a provisional booking, please **complete the [online school visit form](#)**.

You will be sent a booking form which **should be completed and returned within 2 weeks to confirm your visit**. Please note that we do not send a letter of confirmation.

Pre-booked under cover space is available for lunchtime, this is limited so request if needed. **Please note:** There are no litter bins in the Garden therefore all rubbish must be taken home.

Planning your visit

You may have visited Harlow Carr before and have some knowledge of the Garden and our facilities, however, we advise a pre-visit to support your risk assessment. Please contact us to arrange a pre-visit as they must be pre-booked to enable free access:

Telephone: **01423 724646** e-mail: schoolsharlowcarr@rhs.org.uk.

On the day of your pre-visit, please bring your booking form and your School ID Badge.

Visiting students are primarily in the care of accompanying school staff/tutors. Adults must accompany their groups at all times for health and safety reasons. You will be asked to indicate the number of adults you are bringing at the time of booking. Please ensure you have the required number of adults, as stated in the table below, as you may be asked to pay for any additional adults upon arrival at the Garden.

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	

All accompanying adults should be aware of their responsibilities during the visit. One of your adults should have a current **First Aid certificate**.

Please make sure you have activities planned for the **self-guided** part of your visit. As well as those ideas available to download from our website, there's many more you can access from the [RHS School Gardening 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

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 the time of your workshop, either 10am or 12:30pm. We request you arrive 15mins before the session. 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. Staff will then direct you to the Bramall Learning Centre where you will be met by the Education Team. It is helpful to have organised your students into 5 smaller groups in readiness for their workshop.

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 students 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 accompanying adults are ready to help and are clear about the objectives of the visit.

RHS Garden Harlow Carr is a garden open to the public, so students must be aware of noise levels and be considerate of other visitors. Please do not allow your students 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.***

**If you have any queries, please contact us.
We look forward to welcoming you to the Garden.**