

**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 guided workshops for schools. Our workshop booklet is downloadable from the RHS website. Please use this to decide what you would like to do.

Guided workshops run between 1-2 hours depending on the age of the group and time available on the day of your visit. They are led by enthusiastic, highly qualified teachers, supported by experienced volunteers.

To make a provisional booking and discuss your ideas for your visit please contact us:  
Telephone: 01805 626855 e-mail: [schoolsrosemoor@rhs.org.uk](mailto:schoolsrosemoor@rhs.org.uk)

When you make a booking you will be sent:

- A booking form to complete, sign and return.
- A booking letter with information to help make your visit to Rosemoor a success.
- Guidance to help you write your visit risk assessment.
- An Explorers map to give some ideas about activities to do outside of your workshop session.

We need a copy of your signed booking form to confirm your booking, and a copy of your visit risk assessment to ensure that your trip can go ahead safely.

## Planning your visit

We recommend that you make a pre-visit before your visit. This is free, but must be booked in advance.

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.

Refer to the provided guidance when writing your risk assessment. We have completed our own risk assessment for the workshop element of your visit when you will be with RHS staff. We cannot consider times when you are not with our staff, or specific risks associated with your group of children. We ask that you send us your risk assessment in advance of your visit so that we know you have considered foreseeable risks.

| Staffing Ratios                             |      |
|---------------------------------------------|------|
| Special needs                               | 1:1  |
| EYFS                                        | 1:4  |
| Years 1-3                                   | 1:6  |
| Years 4-6                                   | 1:8  |
| KS3-4                                       | 1:10 |
| These numbers may include volunteer helpers |      |

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 <https://www.nhs.uk/conditions/tetanus/>

## At the Pre-visit discuss:

- Objectives of the visit and any special needs / requirements.
- Any questions you may have regarding self-guided elements of your visit.
- Health and Safety issues and emergency procedures.
- Lunch arrangements.

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 in front of the Garden entrance. Please be aware of other cars in the carpark. Please report to the Entrance Staff on arrival and you will be met by a member of our education team.

All accompanying adults need to be briefed by the group leader and 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 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.

RHS Garden Rosemoor 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.

Children may visit the gardens play areas, 'The Brash' or 'The Copse' but 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 a fabulous day!