

Please take time to read this information before your school visit to Sacrewell. We suggest you distribute a copy of this document to each adult who will be accompanying your school group on the day.



Your Booking

- Details of your booking, including a provisional timetable for your specified activities, will be sent to you after booking. Your timetable will be confirmed on arrival.
- Once confirmed, please adhere to these times throughout your visit. This is particularly important during lamb feeding and on days when you are not the only school group visiting. We also cannot guarantee provision of activities in full due to late arrivals.
- If you have any particular questions or requirements for your visit, please do not hesitate to contact a member of the Sacrewell staff on 01780 782254 or info@sacrewell.org.uk.

Planning Your Visit

- Sacrewell has an Information Pack for Educational Visits that may be downloaded from our website (www.sacrewell.org.uk).
- Sacrewell's school activities are set for groups of approximately 20 - 30 children, and will take up to 1 hour to complete. All activities will be charged at the rates specified on your booking form.
- Please ensure that you have the correct ratio of adults to pupils. The current Code of Practice recommends the following:
 - Year R (4 - 5) 1:4
 - Years 1-3 (5 - 8) 1:6
 - Years 4-6 (8 - 11) 1:10
 - Year 7+ (11+) 2:20 for first 20, then 1:15 for each additional 15 or part of 15
- PUPILS MUST REMAIN ACCOMPANIED BY AN ADULT AT ALL TIMES DURING YOUR VISIT.
- Pupils remain your responsibility at all times during your visit.
- Sacrewell has a Hazard Risk Assessment that also may be downloaded from our website (www.sacrewell.org.uk). We strongly recommend that you consider personalising this for your own group before you come in the space provided on the document. This could be done on a free pre-visit.

Child Protection

- We will at no time be in sole supervision of individuals or groups. Therefore, we ask again that you ensure that children are accompanied by a responsible adult at all times, with the appropriate ratios of adults to children according to age.

Getting To Sacrewell

- There is coach parking available on site, and your coach is welcome to stay or go as appropriate for you.

On The Day

- Please bring with you:
 - Your booking form and provisional timetable.
 - Copies of this document, your Information Booklet and your Hazard Risk Assessment.
 - Your method of payment for your visit.
- Please explain to your pupils that they are expected to maintain a good standard of behaviour during their visit to Sacrewell. Accompanying teachers / adults are expected to supervise groups and control pupil's behaviour during their visit. Sacrewell staff reserve the right to ask disruptive children to leave the site.

School visits policy for Primary and Secondary Schools (years R - 13) January 2010

- Please arrive promptly to allow for your Welcome and Safety Talk, and coat / bag drop off.
- On arrival, please report to the ticket desk at the main entrance. You will receive your entry stickers and a member of staff will greet you to point out our facilities, take you to your base for the day, run through the timetable for your visit and give your children their brief Welcome and Safety talk.

Lunch Space

- School groups may use the undercover area allocated on the day during their visit to eat their lunch.
- We regret that The Stables Restaurant is not available for use by school groups.

Visiting the Sacrewell Shop

- We have a shop on site that schools are welcome to visit in supervised groups of no more than 8 children at a time.
- At a small extra cost souvenir school packs are available to take home.

Health and Safety

- The health and safety of your pupils remains the responsibility of the teachers and other adults accompanying the group at all times.
- Should you require medical assistance on site, please notify a member of the Sacrewell team who will contact our First Aider.

Emergencies

- In the event of an emergency, please follow the instructions from a member of the Sacrewell staff.

Personal Possessions

- Personal possessions are brought to Sacrewell at the visitor's own risk.
- The Sacrewell team cannot accept responsibility for the loss of any possessions whilst on site.

After Your Visit

- We have an Educational Visits Evaluation Form, which a member of staff will give to you along with a stamped, addressed envelope. Please help us to help you. By completing this form you will help us to improve future visits.