

Pre-Visit Planning Form

Name of School		Postcode	
School Contact		Tel.	
Date of Visit		Mobile	
Arrival Time		Please confirm if bus will be staying. Discuss parking, drop off etc.	
Departure Time			
Number of Students			
Age Range			
Year Groups			
Number of Adults From School (must meet supervision ratios stated on right)	Teachers: Others:	1:1 Special Educational Needs 1:4 EYFS/Reception 1:5 Yr 1 1:6 Yr 2 - 4 1:10 Yr 5 +	(circle those appropriate)
WMT Staff			
WMT Volunteers	1)	3)	
	2)	4)	
Topics/ themes curriculum links			
Led Activities Requested	1) 2) 3)		
Self-led Activities Planned	1) 2)		
Number of Groups		Size of Group(s)	
Locations Required			
Wet Weather Option	Use of indoor classroom		
Medical conditions/ allergies			
Mobility/ ability and special requirements			
Is snack time needed?			

Group leaders should ensure the information below is shared with all children and adults before your visit along with the risk assessments

	Tick when considered ✓	Group leaders should ensure the following information is disseminated and adhered to by all children and adults from the school during your visit.
Always Consider:		Flora and Fauna (lots of rare and endangered trees/flowers)
		Each other (working with partners, staying together)
		Other visitors & dogs, animals living in the wood meadow
Group Management: (Students should know which group they are in and who is their adult prior to arrival)		Stay in group with adult - check all present regularly
		Walk don't run, look ahead and stay close to adult
		Be wary of vehicles on site
Role of Teachers:		Discipline is their responsibility
Role of Adults:		Focus on group, encourage children, join in
		Participate in activities
		Visible ID for all adults
Food and Drink:		Emphasise drinks requirements for hot days
		Encourage use of recyclable containers
		Emphasise all rubbish to be taken off premises
		No eating in activity sessions
Lunchtime Supervision: use of outdoor classroom		Responsibility of school to supervise lunch
		Always leave lunch place tidy. Take all rubbish home.
Personal Hygiene: (please only allow small groups of children to enter the toilet area at any one time)		Cover cuts/plaster/use of gloves prior to arrival
		Wash hands before eating - school to supervise
		No eating/chewing/hands in mouth during activities
First Aid/ emergency		School staff to have first Aid kit and to manage any injuries etc in the first instance. Inform Hagge Wood staff so can be recorded in accident book/ call for outside assistance if necessary. Fire assembly point is the coach drop off point.
Clothing & Equipment (must be appropriate to prevailing weather conditions. In extreme cases, where guidance on clothing has not been complied with pupils may be excluded from activities)		We will be outdoors all day. Waterproof, warm clothing, appropriate footwear (wellies/walking boots). Sunhats & sun cream. It can be muddy. Long trousers & sleeves.
		Students should bring only one bag/backpack each.
		Rubbish bags (for taking your rubbish home, there are no bins)
Risk Assessments		Arboretum can provide completed generic risk assessments
Photographic consent		Please check photographic consent for press/media/Wood Meadow Trust photography including audio visual recording has been sought from the legal guardians of the children and from supervising adults. Any child or adult whose picture cannot be taken should be identified to staff.

Visit Itinerary

Time	Activity (location)
	Arrive/meet, greet, Introduction on grass outside entrance to wood meadow (if assisted)
	Store bags/Visit Toilets/Snack time (if required)
Session 1	
Session 2	
Session 3	
Session 4	
	Snack + Lunch
	Toilets/Goodbye/Gather on grass outside entrance to wood meadow
	Departure

Signed (Group Leader) _____ Full Name (Group Leader) _____

Date _____