



Booking your visit

EYFS/KS1-2	Day Rate	£6.50 per head
KS3	Day Rate	£8 per head

Half day rates (10am - 12.30pm) are available (EYS - KS2 £4.50 and KS3 £6.00 per head)

You **MUST** return your booking form before your school trip date in order to confirm your booking.

Our Education Services do not attract VAT and we do not charge for adults.

- **Contact our School Engagement Officer** on 01905 754919 to talk through your visit or email learning@worcestershirowildlifetrust.org. During busy periods (Apr-Oct) it is easier to contact us by email.
- Complete the **Booking Form** and return it **as soon as possible**. Your booking will remain **PROVISIONAL** until this form has been returned to us. Your visit is **CONFIRMED** once we have received the completed form.
- Once the booking form has been received, an invoice will be sent to school based on numbers on the booking form. Please make sure it is paid within 28 days. If numbers on the day, exceed numbers on the booking form, an invoice will be raised for the remainder.

Cancellation Policy

There will be no charges if your school needs to cancel the visit.

In the unlikely event that we cancel or terminate the session, we will do our best to rearrange your visit.

We reserve the right to alter the content of the day, particularly due to poorly equipped students, schools bringing fewer supervising staff or helpers than agreed or late arrival of the group. **Poorly equipped students may be unable to take part in sessions.**

If you have any questions, please call 01905 754919 or email
learning@worcestershirowildlifetrust.org
www.worcswildlifetrust.co.uk

Terms and conditions

By signing the booking form, visiting group leaders agree to abide by these conditions and to advise students of the precautions listed below.

Students will be reminded of specific health and safety points before each activity but we expect staff, helpers and students to have been fully briefed beforehand.

Worcestershire Wildlife Trust's responsibilities

- Worcestershire Wildlife Trust (WWT) will ensure the activity spaces are clean, ventilated and set out so they are usable.
- WWT will provide the equipment for your class to use through the day.
- WWT will provide fully trained and knowledgeable session leaders who are responsible for providing resources, planning and safe risk-assessed delivery of the activities.
- WWT staff will introduce and demonstrate all session activities and actively encourage and acknowledge achievement and good behaviour.
- WWT staff will lead the session and we ask school staff to help us facilitate the day as much as possible by being fully and actively involved in the activities the children are carrying out.
- WWT staff will top up the toilets with toilet roll, soap and paper towels. We are not responsible for cleaning the toilets. This will be done by our cleaning team at the end of the day and prior to the next school trip.
- WWT staff will carry a first aid kit and will be first aid trained. However, we encourage schools to bring their own first aider where possible.
- WWT engagement staff have enhanced DBS with barred list checks.
- WWT staff will ask members of the public to move on from school activity areas. However, we cannot stop members of the public accessing our nature reserves as they are open sites.

School Leader's responsibilities

- To follow and help enforce any rules as set out by WWT that are required to run a safe school trip at our educational centres. Please refer to the risk assessment and to any signs or instructions through the day.
- To facilitate the running of activities your children participate in. This means that all school staff helpers will need to be fully and actively involved in the activities the children are carrying out.
- To ensure there are sufficient adults to work with each small group within a class., we typically split into five groups remaining in sight of each other at all times. If you would prefer to work in larger groups, due to adult ratios available, we will accommodate that but your children will have less time using the equipment.
- To supervise all necessary handwashing through the day.
- To supervise 'catch it, kill it, bin it' policy through the day.
- To ensure that no staff or children from your school who are unwell, come on the school trip.
- To supervise and arrange collection of any child who becomes ill whilst on the trip.
- If a first aider is part of the school trip party, they will carry out first aid on the day.

Ratios

It is the sole responsibility of the school leaders to provide suitable adult supervision for the session and to assume full responsibility for the safety and welfare of all the children. Please note that WWT staff do not count towards any child-to-adult ratios.

Group list & emergency contacts

Please bring a list of the names of all the children attending and their emergency contacts. Please discuss any special and medical needs with WWT staff prior to the visit. Please ensure teachers carry a list of the students' names and addresses and appropriate medication during the visit.

Behaviour

It is the group leader's responsibility to manage the behaviour of the children and to ensure that the children listen to instructions given by WWT staff. Disruptive and dangerous behaviour will not be tolerated and offending individuals will be stopped from taking part in the activity.

Clothing

Please check that children are appropriately clothed before attending the session. If children are brought along without adequate clothing they may not be allowed to join in with the activities and may need to leave the session.

Equipment damage

The group is responsible for ensuring that all equipment borrowed from WWT is returned in good condition. Any losses or damage due to carelessness will incur a charge.

Leave no trace

It is the group's responsibility to ensure that all your rubbish is taken with you off site.

Supervision

Worcestershire Wildlife Trust staff/tutors will lead the activities.

The school teachers/group leaders are responsible for the behaviour of the group at all times, including lunch.

Trust staff will explain the rules and regulations of a visit and the school teachers/group leaders will ensure the group remain within them.

Worcestershire Wildlife Trust will provide at least one member of staff per class of students. A class or group is defined as up to 30 students. If your group is slightly over that amount we are happy to discuss this with you. Additional charges may apply for additional tutors. The school is responsible for providing sufficient adult helpers to satisfy the ratios required by the Local Education Authority.

To satisfy LEA guidelines. The following ratios are required;

Years 1- 3 1:6 Years 4 - 6 1:10 Years 7+ 1:15

The school is also responsible for obtaining parental consent.

Facilities

Both staff and students should come prepared for an outdoor experience. Our staff are very experienced at working under these conditions. We have toilets and indoor eating spaces on site.

We spend lots of time outdoors where possible, including for introductions, lunch and plenaries including in wet weather. Covered areas will be provided.

Indoor areas will be available for lunch and activities if required. They will be ventilated at all times with doors and windows open regardless of the weather.

Transport

Schools will arrange their own transport to and from sites. Worcestershire Wildlife Trust staff are unable to accompany students on any journeys to or from Lower Smite Farm.

Be prepared! Kit list



Worcestershire
Wildlife Trust

Correct clothing ensures everyone can fully participate in the activities, boosting confidence and self-esteem.

Autumn/winter/spring

- ⇒ Wellingtons or walking boots
- ⇒ Warm, thick socks or two pairs of thinner socks
- ⇒ Thick trousers or track suit bottoms
- ⇒ Tights, leggings or thermal base layers for cold days
- ⇒ Long-sleeved tops
- ⇒ Fleece or jumper
- ⇒ Waterproof jacket and trousers
- ⇒ Hat, gloves and scarf

Please be aware that from October through to March Lower Smite Farm can be extremely muddy. Wellingtons are essential.



Layers can always be removed; better to have too many than too few!

Summer

- ⇒ Sun hat
- ⇒ Sunscreen
- ⇒ T-shirt or light cotton shirt with sleeves (to stop shoulders and arms getting burned)
- ⇒ Light cotton trousers (shorts and skirts are not suitable, especially in woodland and long grass etc.)
- ⇒ Socks and trainers or wellingtons (sandals are not suitable)
- ⇒ A waterproof coat

**Kit will get DIRTY!
Only wear things you do not mind getting wet and muddy!**



Worcestershire
Wildlife Trust

Lower Smite Farm
Worcestershire Wildlife Trust office and education centre

Postcode: WR3 8SZ (satnav might not be accurate due to rural location)

What3Words: ///latitudes.units.realm

Directions

From A38 Droitwich to Worcester road turn into A4538 at Martin Hussingtree traffic lights and, after about 1/2 mile, look for the brown sign to Lower Smite Farm. Lower Smite Farm is about 1/2 mile up the lane on your left.

From M5 junction 6 follow A4538 towards Droitwich. Take the second exit at the Worcester Warriors roundabout, ignoring the signpost to Smite. After about 1 mile turn right at the brown badger sign to Lower Smite Farm. Lower Smite Farm is about 1/2 mile up the lane on your left.

