



Teachers' Notes

Dear Teacher,

Thank you very much for your deposit. I am now writing to confirm your booking for a site visit to either Brandon Marsh Nature Centre or The Parkridge Centre.

Your Role

Your visit should be an enjoyable and fun experience. To make the most of your visit it is important that teachers, teaching assistants and other leaders take an active role in the sessions and in particular maintain control their group. The role of your Wildlife Trust guide is to lead and direct the educational activity and not manage the conduct of your group. Please note that you are on a nature reserve and Brandon Marsh is a SSSI (Site of Special Scientific Interest) therefore good behavior is essential.

Payment

Please find enclosed an invoice for the remaining balance for your visit. To secure your booking this should be paid at least 4 weeks prior to your visit. We are sorry but we cannot give refunds for children who did not attend on the day. Any alterations to your invoice will incur a £20 administration charge.

Group Ratios

We follow Warwickshire County Council's guidelines for adult to child ratios in the outdoors doing field work. These are as follows:

Age Group	Number of Children to 1 adult
0-2	3
2	4
3-7	8
8+	15

Thus we require the visiting group leader to bring as many helpers as necessary to fulfil the relevant ratio.

Risk Assessments

The Trust writes full risk assessments for all the activities it runs for groups. These are not available for schools to use. However if you require a site pre-visit one of the Education Team can arrange this for you. Please call 024 7630 8977 or email N.Armitage@wkw.org.uk. Alternatively you may find the following link very useful

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/351A0307755C59FB80256DB30054233C>

Medical Conditions and Special Needs

Please ensure that visiting groups bring information on any medical conditions of members of the group and parental contact details and that these individuals are carrying any relevant medicines.

Please tell the education team of any special needs or requirements before you visit so they can plan your sessions to accommodate them.

First Aid

It is the schools responsibility to ensure that one of the visiting staff is a qualified first aider with a first aid kit. It is that member of visiting staff who will then administer any first aid. If you are unable to supply a qualified first aider please contact us to discuss other arrangements.

Health Risks in the Countryside

The risks of picking up an infection or illness from being outdoors are very rare. We do however recommend a few simple precautions:

- All cuts and grazes are covered with a waterproof plaster. This essential for pond dipping.
- Wash hands regularly. This is essential before lunch.
- Long trousers are recommended to reduce the risk of cuts, grazes and stings
- Wear appropriate clothing and footwear. In the summer we recommend children wear sunhats and have sun cream and insect repellent applied before and during the visit. In the winter waterproofs and warm clothes are recommended. It is the group leader's responsibility to ask parents to provide sun cream etc and appropriate clothing.

Photography Consent

If you are able to ask parents' permission in your trip letter we would be most grateful as from time to time we like to update our photo library.

Additional

If you plan on carrying out a pond dipping session it is advisable to bring some spare clothes and towels

It is helpful if all students and staff can have name badges. This helps our leaders identify them. It also ensures a more personal experience for the children.

Please be aware that NO SMOKING is permitted.

We are a charity and therefore our funds are limited. Thus any equipment, which is damaged or lost during your visit, will be charged for. This will be calculated on current catalogue prices.

To confirm receipt of these teacher's notes we ask that you fill in and post or fax this form back to us.

Please tick the boxes:

<input type="checkbox"/>	I have read and understood the guidelines
<input type="checkbox"/>	I have received an invoice and accept the costs therein
<input type="checkbox"/>	I will provide sufficient leaders to fulfil the required Group Ratios
<input type="checkbox"/>	I am able to provide a qualified first aider for our visit
<input type="checkbox"/>	I have communicated details of the visit to parents and guardians, including clothing needs
<input type="checkbox"/>	I have obtained photography consent from parents or guardians
<input type="checkbox"/>	I will split the group into the number of smaller groups stated on my booking form before arrival

Name:

Position:

Signature:

School/Group/Organisation:

Date:

Date of Visit: