



## School Visits 2010 to Ramsey Heights Countryside Classroom in the Great Fen

### Information for teachers.

#### All schools are requested to send a representative to a Pre-visit Session.

This is to help with the organisation of the day, choose the exact package of activities and to receive the current Teacher's Resource Pack and risk assessments to help with your risk assessment procedure and to find out more about the **Low Impact Lunch Challenge**. Parent-helpers are welcome. If teachers are unable to attend for any reason, they should speak directly with the Great Fen staff well in advance of the visit.

#### Preparation of Children.

Children should come with **waterproof coats** and headgear; wellington boots if wet, or strong shoes (trainers are ideal), **long trousers** and a **warm jumper** (as it can be cool in the classroom even on a hot day and there are nettles and thistles). If it is likely to be sunny they need a sun hat and sun cream. The school should provide a towel and extra clothing in case of accidents (very rare!). Unsuitably clothed children will not be taken out with the group. Only very wet weather halts proceedings. There are toilets and plenty of space for picnic lunches. Everyone should bring a packed lunch and plenty to drink in hot weather.

**Please ensure that all open cuts on hands are covered.** This is a precaution against Weil's disease, a rare water-borne disease.

#### Organisation of the Group

Two class groups of up to 64 will be divided into the 2 classes with their own teacher. Each class needs to be divided into an even number of evenly sized groups planned beforehand at the pre-visit session and adults allocated to children to give at least a ratio of 1:8 (1:5 for KS1). Please do not bring any pre-school children with the helpers. It is important that each adult has a list of the children in their particular care with them on the visit and that there are regular headcounts. Please ensure that all your parent-helpers are aware that they will be expected to help the children to complete the activities. It would be helpful if you could label children with their usual name and their group, so it is easier for the Great Fen staff and your parent helpers to address children by name. Some schools name their groups after minibeasts.

#### Organisation of the Day

It is preferable that schools arrive by 9.30 am. A location map and directions for reaching the Countryside Classroom are on the website. The visit starts on arrival at the Countryside Classroom with a welcome and short introductory talk from the Great Fen Team. The group will then be split up as arranged to follow the chosen programme of activities. Some of these, such as following a Trail, may be teacher led to allow Great Fen staff to work with smaller groups on other parts of the programme. Please **ensure all adults have a watch**, as good timekeeping is essential for changeovers. Lunch will generally be at about 12 noon and is eaten inside if the weather is inclement. All equipment is provided.

#### Responsibilities

The Trust has a Child Welfare and Safety Policy in association with other Wildlife Trusts.

It should be noted that while the Trust staff organises the activities for maximum educational value, it is considered that the senior teacher is in charge of the party.

Therefore, **hand washing** and **discipline** throughout the day, especially at lunchtime and at departure, are the responsibility of the teacher in charge. However, disruptive pupils will be excluded from activities by Trust staff if necessary (extremely rare).

The Great Fen Team have emergency first aid training and will carry a recommended first aid kit, but it is expected that the teacher in charge should take over-all responsibility for emergencies and bring their own first aid kit. It is the responsibility of the school to ensure that all members of the group, including the school helpers, are adequately insured and to return all equipment as borrowed otherwise a charge will be made for equipment lost or damaged.

We appreciate feedback after the visit, preferably on the feedback form provided with your resource pack..

