

Information for Your Visit to Harcourt Arboretum

Before your visit

- **Confirmation letter**

Once your visit has been arranged, you will receive a confirmation letter by e-mail confirming the details of the visit. Please read this carefully, and if any alterations need to be made, contact us at secondaryeducation@obg.ox.ac.uk.

- **Risk Assessments**

In addition to the confirmation letter, you will also receive further information for your visit, including notes to help you complete your risk assessment. It is your responsibility to complete your own risk assessment.

- **Teacher pre-visit**

If you would like to arrange a free pre-visit to Harcourt Arboretum, please contact us (details above). We can then let the ticket office know that you intend to visit and you will not be charged entry.

- **Preparation for your visit**

Pre-visit activities may be provided as part of the detailed information for your session. You may wish to complete some of these activities prior to your visit to help prepare your students.

- **Special needs**

Most of our activities can be adapted for students with special educational needs. We are pleased to welcome school groups and to support children with special needs who are integrated into mainstream schools. Please talk to us about your students' needs when you book.

- **Group size**

The maximum group size that can be accommodated at the Botanic Garden for a guided education session is 35 students. If the number of students in your group increases beyond this threshold, arrangements can be made for two back-to-back visits. For example, one morning session 10am-12 and one afternoon session 12.30-2.30 (you will be charged twice).

- **Adult supervision**

All school groups are required to bring responsible adults with them to accompany and supervise the students. We request a minimum number of 1 adult per 10 children and a maximum ratio of 1 adult per 5 children; please do not bring more adults than this as it can be a distraction for the students. When you are supervising a group, please note you must be present at all times and are responsible for the behaviour of your students.

- **What to wear**

You will be outside for the duration of the visit so make sure your group are all dressed sensibly with plenty of warm, waterproof clothing (layers are advisable) and sensible shoes,

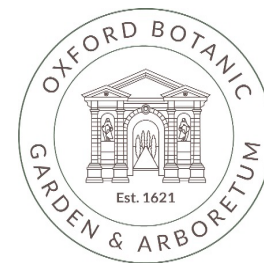
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boots or wellingtons (waterproof shoes are extremely advisable, even if it hasn't recently rained, with thick soles and socks). In warmer weather, it is also advisable that you bring hats and plenty of sunscreen. For visits in spring and summer, we recommend you wear long trousers to protect skin from nettles, thistles and ticks. You will also be outside for lunch.

- **Cost**

From 1st September 2022 a facilitated education session costs £125 for a maximum of 35 pupils. Please see the school charges document on our website for more information on prices <https://www.obga.ox.ac.uk/school-visits-garden>

You will be invoiced the month before your visit.

- **Safeguarding**

All our Education Team hold enhanced DBS checks.

On arrival

- **Location**

We are located 400 metres south of Nuneham Courtenay, on the A4074 Oxford to Reading road.

- **Parking**

The Arboretum is able to provide parking for a school minibus in the car park. We also have coach parking facilities in our car park. If you are travelling in a coach please let us know in advance and advise the coach driver to use the coach drop-off point (located inside the gate on the left side of the driveway) to drop-off and pick up your group.

- **Meeting point**

A member of staff will meet your party at the coach drop-off point at the time your session is due to commence.

During your visit

- **Visit format**

After a brief introduction to the session and site, your students will be taken to the site of their activity. This will involve up to a ten minute walk depending on the session. Students will be introduced to the equipment available to them as part of their session when appropriate.

- **Behaviour**

Teachers are responsible for the behaviour of their students. We have a zero tolerance policy for harassment, bullying or physical assault on our site. You may be asked to leave if your



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students are not behaving appropriately. Loud music, ball games and smoking or vaping are not permitted in Harcourt Arboretum.

▪ Safety and First Aid

Please bring your own First Aid kit. You are responsible for administering any First Aid required by your students during their visit to Harcourt Arboretum. Please advise us in advance if any of your students have allergies or if there are any considerations that we need to know. If there are any adjustments that we could make to ensure that any health conditions are supported (eg. more frequent toilet trips, an accessible route for the tour, etc) please let us know.

Please bring, and ask students to bring, plenty of water, there is no easily accessible refill point at Harcourt Arboretum.

• Equipment

You do not need to bring any equipment with you, as everything needed for your session will be provided. You may like to bring a camera to take photographs to record your visit. If you are staying on after your session to do self-guided activities, please bring the resources you need for this time unless you have discussed this with the Education Officer and made arrangements to borrow equipment.

• Facilities

Toilets are located in the Lodge near the Arboretum entrance.

Please bring, and ask students to bring, plenty of water as there is no easily accessible refill point at Harcourt Arboretum.

• Disabled access

There is disabled car parking available, and a disabled toilet. Some areas of the Arboretum are accessible for wheelchairs. Please advise us in advance if any of your students use wheelchairs or have walking difficulties.

Queries

If you have any queries about your visit which have not been addressed here, please contact the Dr Lauren Baker via email (secondaryeducation@obg.ox.ac.uk)

