

Information for your visit to the Botanic Garden

Before your visit

- 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.
- Further information
In addition to the confirmation letter, you will receive further information for your visit, including notes to help you complete your risk assessment and detailed information about your chosen session. Please distribute this information to all teachers whose classes are involved in the sessions.
- Special needs
Most of our guided 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 before you book.
- Preparation for your visit
Pre-visit activities may be provided as part of the detailed information for your guided session. If appropriate, you will be advised to complete some of these activities before your visit to help prepare your students.
- 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.
- 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 most of the visit so make sure your group are all dressed sensibly with plenty of warm, waterproof clothing (layers are advisable) and sensible shoes, boots or wellingtons (with thick soles and thick socks). Please do not bring

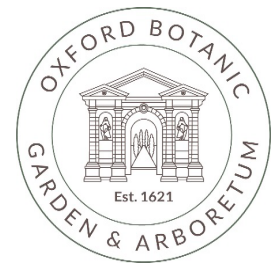
BOTANIC GARDEN & ARBORETUM

The Charlotte Building, Rose Lane, Oxford OX1 4AZ

Tel: +44(0)1865 610300

www.obga.ox.ac.uk

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umbrellas. In warmer weather it is also advisable that students wear light, loose layers and bring hats and plenty of sunscreen.

- **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 just off the High Street in Oxford, opposite Magdalen College and next to Magdalen Bridge.
- **Parking**
The Botanic Garden has no parking. If you are travelling in a coach please advise the coach company that they cannot park at the Botanic Garden, but the driver may drop-off and pick-up your group outside. It is advisable that the coach approaches the Botanic Garden from the east (facing towards Oxford city centre), so passengers are not exposed to the main road when alighting and embarking. Coaches can park at Redbridge Park and Ride, south of Oxford city.
- **Meeting point**
A member of our Education Team will meet your party at the ticket office at the time your session is due to commence.
Please find a map of the Botanic Garden [here](#)

During your visit

- **Visit format**
For guided sessions, a member of our Education Team will lead; however the participation of your adults is essential to the success of the visit. After a brief introduction to the session, your party will be divided into two groups. Each of these groups must be accompanied by two of your adults. One group will be guided by a member of our Education Team, while the other completes a trail and activities which we will prepare for you. Half-way through your visit the two groups will meet up and swap over. After both groups have completed both parts of the visit, we will meet up again for a brief plenary to close the session.
Self-guided groups should make their own itinerary for their visit.

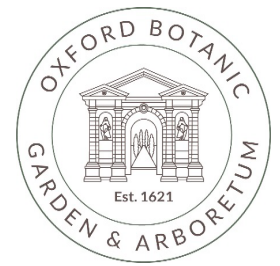
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- **Disabled access**
All areas of the Botanic Garden are accessible for wheelchairs. There is disabled toilet. Please advise us in advance if any of your students use wheelchairs or have walking difficulties.
- **Adult participation**
To gain maximum benefit from your visit it is important that your adults fully participate in the session. The timetable for each visit has been carefully coordinated, so it is advisable that all adults have watches to ensure smooth running. Teachers are encouraged to informally assess their students' progress throughout the visit.
- **Behaviour**
Teachers are responsible for the conduct of their students whilst visiting the Botanic Garden. Students should not run on site and should keep off of the flower beds at all times. You can walk on the lawns. Loud music, ball games and smoking or vaping are not permitted in Oxford Botanic Garden.
- **Safety and First Aid**
Please bring your own First Aid kit. You are responsible for administering any First Aid treatment required by your students during their visit to the Botanic Garden. Please advise us in advance if any of your students have allergies. The nearest defibrillator is in on the wall of the ticket office.
- **Equipment**
Unless stated, you do not need to bring any specific equipment with you, as you will be supplied with paper and pencils etc. if these are required. You may like to bring a camera to take photographs to record your visit.
- **Photography**
We will send you a photography consent form in advance if we would like to photograph your group during their visit.
- **Toilets**
We have a limited number of toilets available for use by visiting schools. The toilets are located behind the Conservatory.
- **Lunch**
There are no catering facilities at the Botanic Garden. Picnic lunches may be eaten outdoors or in the Conservatory if the weather is wet. If you would like to stay for a picnic lunch, please let us know in advance.
- **Independent exploration**
If you would like to stay in the Botanic Garden after your session please book this in advance.

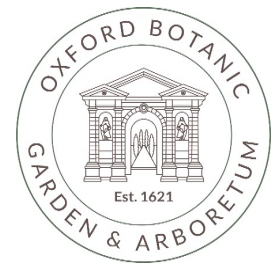
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- **Departure**
Your confirmation letter includes the time that your session will finish. Please allow a little extra time for visiting the toilets and collecting together your belongings when arranging for your coach to collect you.

After your visit

- **Follow-up activities**
Post-visit activities may be provided as part of the detailed information for your guided education session.
- **Another visit in the future**
If you would like to plan another visit to the Botanic Garden, perhaps during a different season, please contact secondaryeducation@obg.ox.ac.uk for details.

Queries

- If you have any queries about your visit that have not been addressed here, please contact Dr Lauren Baker via email at secondaryeducation@obg.ox.ac.uk.