



## Educational Visits to the Sir Harold Hillier Gardens: Information for Group Leaders (and other qualified leaders including teachers)

Thank you for booking your visit with us. We hope that the information here helps you understand what we can offer your class and how together we can ensure an educational, fun and relatively stress-free visit.

### Before your visit

- As we tailor-make the day to suit your class, please ensure that we know and have agreed your learning objectives.
- Please read and distribute the **Information for Group Leaders and Helpers** and **Information for Parents** pages at least a week before your visit.
- Experience has shown that students learn more from **integrated programmes** of study. It is useful to know about your **pre- or post-visit activities**. Need suggestions? Please talk to us.
- We will take into account equality, diversity and inclusion issues, but advance warning helps. Do let us know about any **special needs** (e.g. severe allergies, mobility, visual, behaviour or language needs – including ESL) and keep us informed of any changes. Please make sure that you understand our **Behaviour Policy**, and ensure your group has any appropriate medication and **first aid** cover.
- Please be aware of our minimum adult to child **ratios**. We expect you to bring more adults if your risk assessments highlight a need.
- As a Hampshire County Council facility, our programme follows Council regulations and guidance for off-site visits and **risk assessments** are in place. We are justifiably proud of our Health and Safety record but remind you that you retain pastoral care of your group.
- Please let us know if you have had recent outbreaks of infection or illness at school in the week before you visit.
- Please be prepared to support children without appropriate clothing, **coats and footwear**.
- Please note that we reserve the right to stop or curtail an activity or visit on the grounds of health and safety.

### After your visit

By making sure that our mutual expectations are met we hope that you will go away exhausted but happy (over the moon, if possible) with your experience with us. We hope that you will consider booking again. Please help us to monitor and improve our service by filling out an **evaluation form**. This will be given to you during your visit. Letters from the students are also encouraged. Please see our display in the Centre.