

# School Visits

## Your Day at The Box Moor Trust



### **Pre-Visit Preparation**

We will run activities whatever the weather, as long as conditions have been assessed to be safe. All visitors should therefore be sensibly dressed. They must wear strong shoes. Long trousers (no shorts) are essential to reduce the risk of ticks from the long grass at this site. We advise that waterproof coats and headgear, walking boots or wellington boots and a warm jumper are worn in all but the hottest weather. If it is obviously going to be hot, visitors will need a hat, sun cream and to be well covered. The school should provide extra clothing for young children in case of 'accidents'. We advise bringing a change of shoes for any coach journey.

There are toilets (including disabled) and hand washing facilities at the Old Barn Education Centre. Please bring plenty of drinks, especially in hot weather, plus a packed lunch if you are here for the day. Lunches should be brought in backpacks or bags that can be easily carried on the walk up to the Old Barn. As we have no facilities for providing hot drinks, you may wish to bring flasks etc. in cold weather. Lunches and snacks may be eaten in the Old Barn classroom. As part of our commitment to waste reduction and recycling, there are no disposal facilities for any snack or lunchtime waste at the Old Barn so all waste must be taken back to school or home. Please see 'Waste Free Days at The Box Moor Trust' for how we encourage visitors to bring drinks and snacks etc. in reusable or recyclable containers. We recommend that younger classes bring the milk/fruit they would normally have at school. Belongings may be left securely in the Old Barn classroom during activities.

It is important that we are informed in advance of any medical conditions or allergy issues that may be relevant on the day. Any prescribed medicines that are brought should be kept by the adult in charge of that child for the visit. It is essential that any adult carrying an adrenaline auto-injector remains with that child at all times. We ask that visiting staff bring a first aid kit, a mobile phone and a record of the Post Codes/Grid References/GPS Coordinates for the Old Barn Education Centre in case of emergencies (to be found in our Risk Assessment - see below). You may also wish to bring a camera. We provide all equipment, including clipboards, pencils and worksheets, but ask that the children look after them responsibly.

Our Teacher's Packs set out the intended learning outcomes for your visit, plus keywords/concepts that can be discussed before the visit to enhance the learning experience on the day. We recommend that teachers undertake a pre-visit prior to bringing a class. We will give teachers an evaluation form to provide feedback on the visit and ask the children for feedback during and after their visit. Post-visit activity sheets that build on some of the activities the class will have undertaken will also be provided.

### **Equality, Diversity and Inclusion**

The Trust must be informed, in advance of your visit, about any special requirements, with the aim of ensuring our facilities and services are as accessible as possible in terms of equality, diversity and inclusion. This will allow us to tailor course content or routes etc. so that all our visitors can share the same experience as far as is possible. Please see our website for more information on facilities at the Old Barn Education Centre and in our teaching areas. On arrival, we ask that the teacher in charge identifies any such children to Trust teaching staff. We have a pre-visit familiarisation sheet specifically designed for SEN children; if you would like a copy for any child in your class, please contact us.

### **Prior Organisation of the Class**

We expect a ratio of adults to pupils of 2:15 (KS2+) or 1:4 (EYFS & KS1). 1:1 support staff should not be included in this ratio. Box Moor Trust staff are not part of this ratio. For EYFS and KS1, please assign children to specific adults for the duration of your visit. Your class may be split into two groups for certain activities during your visit. To help us, please organise the class and accompanying adults into two groups (on paper) beforehand. Each of these two groups should include at least one member of school staff and a second, DBS-checked person with responsibility for accompanying children to the toilet where necessary (school staff should remain with the group rather than leave to take children to the toilet).

*For further information on our facilities, please visit our website: [www.boxmoortrust.org.uk](http://www.boxmoortrust.org.uk).*

## Responsibilities

Box Moor Trust staff organise activities for their maximum educational value and will support your class in a supervisory role. The senior teacher from your school will be in charge of the class and be responsible for discipline throughout the day. However, Box Moor Trust staff reserve the right to exclude pupils who display dangerous or disruptive behaviour. School staff will be in sole charge at lunchtime. We place a strong emphasis on respecting the environment and keeping the Countryside Code during school visits and ask for teachers' support in this.

## Health and Safety

The following documents are available on our website ([www.boxmoortrust.org.uk](http://www.boxmoortrust.org.uk))

- Risk Assessments for all activities
- Emergency Procedures for Schools and Visiting Groups
- Emergency Procedures for Activities Near Water
- Safeguarding Policy for Children and Vulnerable Adults

We also have procedures in place for dealing with lost children. Box Moor Trust staff are first aid trained and carry a first aid kit.

## Directions to The Box Moor Trust Centre and the Old Barn Education Centre

**From M1:** Exit at Junction 8 and follow the A414 to Hemel Hempstead town centre. At the large roundabout, take the third exit (clockwise) onto the A4146. Go straight on at the traffic lights and then turn right at the roundabout onto London Road (A4251). Pass the railway station on the left. At the roundabout, go straight on to pass under the railway and road bridges. Continue straight on at the traffic lights (Box Lane will be on the left). After a while, the Box Moor Trust Centre (and main car park) is on the left (look out for the green and white sign). If you reach a roundabout, you have gone too far. For the Old Barn, go past the turning to the Centre and turn second left, signposted Box Moor Trust Old Barn. Follow the road up to the top of the hill and turn left just before Westbrook Hay School. At the end of the track is the Old Barn Education Centre and car park.

**From M25:** Exit at Junction 20 and follow the A41 towards Hemel Hempstead and Aylesbury. Exit at the second junction signposted for Bourne End, Berkhamsted, Boxmoor. At the top of the slip road, turn right at the roundabout onto London Road (A4251). For the Old Barn, take the first turning on the right, signposted Box Moor Trust Old Barn. Follow the road up to the top of the hill and turn left just before Westbrook Hay School. At the end of the track is the Old Barn Education Centre and car park. For the Box Moor Trust Centre (and main car park), continue a little further along London Road and you will see the green and white sign on the right.

**From Aylesbury:** Follow the A41 until the junction signposted for Bourne End, Berkhamsted, Boxmoor. At the top of the slip road, turn left at the roundabout onto London Road (A4251). Go over the bridge over the A41 and turn left at the roundabout, following London Road. For the Old Barn, take the first turning on the right, signposted Box Moor Trust Old Barn. Follow the road up to the top of the hill and turn left just before Westbrook Hay School. At the end of the track is the Old Barn Education Centre and car park. For the Box Moor Trust Centre (and main car park), continue a little further along London Road and you will see the green and white sign on the right.

