

FAQ –Led Learning Groups

Who do you offer led sessions for?

We offer led sessions on site for EYFS to University level groups.

Early Years Foundation Stage and KS1 led programmes are delivered by our partners Woodland Adventurers. See their website for details www.woodlandadventurers.org/school-trips-and-visits-westonbirt-arboretum-tetbury-gloucestershire or email them at mail@woodlandadventurers.com

What sorts of led sessions do you offer?

To see the most up to date programme details visit our website:

<http://www.forestry.gov.uk/forestry/INFD-92QD9W>

If you would like to study something tree-related that is not in our programme list, please ask, depending on time commitments we may be able to develop a programme for you.

When do you run led sessions?

We run led sessions in the day during term time from March to November

How many students can you work with?

On days when we have two members of staff teaching we can run four sessions with up to 37 students in each. If you are a secondary school and want us to work with six classes with shorter sessions in one day we can arrange this too.

How do we book a led visit?

Call or email the learning team at Westonbirt (see contact details below) to check availability of your date. We can make a provisional booking and will send you a booking form by email to fill in.

How much does it cost for the students on a led group learning visit?

Half day session: £4.50 per child (minimum charge of £100)

Your led session charge includes your admission for the whole day.

How many adult helpers can we bring? What does it cost?

Students	Free Adult ratio
Year 3 – Year 6	1 adult free : 5 children
Year 7+	1 adult free : 10 students
Students with additional needs	1:1 or 2:1 if required

Any adults above these ratios will cost £7 each 1st Mar – 30th Nov, or £5 each 1st Dec – 29th Feb

Our school is from a deprived area, can you reduce the cost?

We cannot reduce the cost of your session but if you are from a deprived area you can apply for our coach bursary to reduce your travel costs. There are a limited number of bursaries available every year. Please email or call us (contact details below) to find out how to apply.

How do we pay?

We will invoice you after your visit based on numbers that attend on the day.

When do we arrive / leave?

We often get asked this question but it is probably one to discuss with your coach driver based on your distance from the Arboretum and other commitments. We are used to adjusting programme lengths according to various arrival or departure times. Ideally we would recommend 10am till 2pm but we understand that this is not often possible.

What time do the led sessions run from or until?

Our morning led sessions run from 10:15 until 11:45am

Our afternoon led sessions run from 12:15 until 1.45pm

We can adjust our programmes if your timings differ, but please be aware that if you are arriving much later or leaving much earlier than 10am / 2pm we may have to leave activities out. Please speak with the learning team.

Is there a charge for parking cars or coaches?

There is no charge for parking. Parking does not provide access to the arboretum.

What accessible facilities do you have?

We are happy to adapt our sessions to support students' needs. There are accessible toilets at our central facilities. Wheelchairs can be hired free of charge from the Welcome Building – please let us know if you need to hire a wheelchair on the day. Our hard paths are marked on the seasonal trail map. The Old Arboretum has more level ground whereas Silk Wood is more hilly. If you have particular concerns, please contact us to discuss so we can help your students have a great learning experience.

I've sent my booking form in. What happens next?

One of our learning team will send you a confirmation email with details about your visit. Please print these off and bring them with you on the day.

What if we're running late on the day?

If you are running late on the day please contact our reception on 03000 674891. They will be able to radio the learning officers by the coach drop off point to let them know.

Where do we drop off/park?

Your arrival and parking may be different to previous visits. As you have booked a led programme, there is a specific location for your coaches to drop off and park.

We will send coach instructions in your email confirmation pack. It is **essential** that you provide drivers of all coaches with the instructions. Please **do not** drop off in the new car park and come through the Welcome Building. This will delay the start of your activities as the learning officers will be waiting elsewhere to greet you!

What do we need to do on arrival?

If you have booked a morning session we will be at the led coach drop off point waiting to greet you. We will guide you to the toilets and learning centre. If you have booked an afternoon session we may be teaching already and unable to greet you. Please make your way to the learning centre to drop off your bags.

Can we leave our packed lunches anywhere?

You will have access to pegs in the learning centre undercover area to leave packed lunches.

Where can we eat lunch?

You can eat in the undercover area of the learning centre. You can also picnic anywhere in the learning grounds, Old Arboretum or Silk Wood (but please be aware dogs are permitted in Silk Wood). You may want to bring a groundsheet or mats if you would like to sit on the ground.

What about the weather?

Please dress appropriately for rain as we will still teach outdoors in the event of rain. You can use the undercover area for lunch or your self-guided time. We recommend children bring hats, plenty of water and sunscreen lotion on hot days.

Can you send us a risk assessment for our visit?

You need to complete your own risk assessment for your visit but we do have an outline risk assessment that we send out with the confirmation email. This can be used to help you consider the risks of your visit.

Can I come on a pre-visit?

Yes, teachers and teaching assistants can come on a free pre-visit to help you prepare for your visit. Please contact us to let us know when you are coming, preferably a week in advance, so we can get you onto the admissions list. If you bring family members or friends with you they will need to pay normal admission costs.

What can we do in the self-guided part of our visit?

There are lots of self-guided activities to choose from. You could follow a seasonal trail for a walk tailored to the season, engage in outdoor play, download some activities from our website or hire a backpack of equipment for the day. More details here: <http://www.forestry.gov.uk/forestry/INFD-92QE55>

I've booked a backpack. Where do I collect it from?

The learning officers will give you the backpack if they are meeting you in the morning. If you are self-guided in the morning they will leave the backpack in the learning centre for you to pick up when you drop off your bags.

Can we take our class into the Exploratree Play Area?

Supervised primary classes split up (no more than 18 children at a time) may play in the Exploratree Play area during your self-guided time. Please make your class aware that there may be very young children playing there.

Can we order food in advance from the restaurant?

If you want to order food for your class please contact the restaurant directly on 01666 880064

Can we go in the shop?

Yes, students are welcome in the shop but to avoid overcrowding, please enter in groups of ten or fewer.

Question not covered here?

Contact the Westonbirt learning team: Tel: 03000 674856

Email: learning.westonbirt@forestry.gov.uk