



## Preliminary SCHOOL VISIT PLAN

**To New Hall Farm, Ardsley, Barnsley, S71 5EZ**

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Thank you for arranging a pre-visit to New Hall Farm. This helps us plan your group visit, and provide one that meets your requirements, a copy of these notes will be provided to a staff member following this visit.

<b>School</b>					<b>Date(s) of Visit(s)</b>		
<b>Year</b>		<b>Age</b>		<b>Number in group</b>			
<b>Contact in school</b>					<b>Arrive</b>	<b>Depart</b>	
<b>Phone/ email</b>					<b>Mobile number (in case of urgent contact on day)</b>		

<b>Coach</b>	<p>Please note that the size of coach coming all the way to the farm yard is limited by the nature of the access road, as it is a single-track lane with a tight bend at the bottom. We know that a 32-seater coach of around 8.5m can get down. However, if a larger coach is necessary, then we can meet at the lay-by on the A635 and commence the farm walk from the adjacent field. <i>Please give us advance notice should this be the case.</i></p> <p><i>Please also ensure the coach company is aware of this issue as we have had occasions where a small coach is booked and a large one turns up.</i></p>
<b>Transport/ parking</b>	Parking is available, advance notice of requirements is helpful.
<b>Any Special Needs that we need to be aware of?</b>	Medical / Allergies
	Mobility / Vision
	Behaviour / Other

<b>Photo Permission</b>	Please can the school email photos taken on the visit that we can potentially use for publicity?	
	Permission sought?	
<b>Clothing/ footwear</b>	Please ensure that visitors are <u>suitably dressed</u> for a farm walk, with <u>sturdy shoes/boots</u> for walking in fields, and <u>waterproofs / sun protection</u> or <u>warm clothing</u> as the weather dictates	
<b>Risk assessments to be provided</b>	An extensive risk assessment is available on our website to aid in schools drawing up their own document. This will be forwarded with the risks pertaining to the planned visit highlighted, along with this document.	
<b>Hygiene</b>	<i>Supervised thorough hand washing is a critical factor of any farm visit. Whilst disinfectant gels can go some way towards hygiene, they are not effective in all situations, and thorough hand washing using soap under running water is the recommended course of action, facilities are available in the farmyard.</i>	
<b>Lunch time arrangements</b>	Lunches not provided. ALL visitors to the farm must wash their hands prior to having lunch. Packed lunches to be eaten either outside on the benches, or in the barn sitting on mats – no standing on the mats/benches (for reasons of hygiene). <i>All rubbish must go back to school please, we don't have the facilities to deal with large volumes of rubbish.</i>	
<b>Discipline</b>	Please note that the behaviour and discipline of children visiting the farm remains the responsibility of the school staff, and the farm reserves the right to cancel a visit with immediate effect if it is deemed that behaviour is so extreme as to put others at risk of injury. The school must provide sufficient staff for the supervision of the children, so that farm staff are not put in a position to be supervising children without the presence of school representatives.	
<b>Topics/Areas of interest</b>		
<b>Learning outcome</b>		
<b>Prior knowledge</b>		

## Proposed itinerary

time	activity
	Arrival, Put bags etc in barn
	Introduction and H&S briefing
	Hand washing followed by lunch

**Follow Up:** We always appreciate some form of feedback from your visit, particularly letters from the children, these not only tell us if we are doing the job well, but can also be useful for funding applications helping us offer more visits/events, many thanks, *Helen*