



## 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



## 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*