

SCHOOL & GROUP TRIP INFORMATION

Please read this sheet carefully as some of the information has recently changed:

Once you make a definite booking with us (you can leave a booking provisional for up to 1 week whilst you arrange your transport):

- ✓ A **Confirmation Booking Form** together with our **Invoice for payment no later than 3 weeks prior to trip date** will be emailed to you thus securing your slot with us – please check all details are correct and read all information prior to your visit to us. The **Health & Safety Declaration Form** at the bottom of your Booking Form must be signed and brought with you on your trip to the Farm.
- ✓ Our **Cancellation Policy** will come into effect: A fee of £75 per Farm package booking or £112.50 per Farm plus Fun Barn package booking will be charged if you cancel your trip. No charge will be made if you need to rearrange the date of your visit - subject to availability. However, if you cancel/rearrange within 3 weeks of the date of your trip, the full amount due will be payable based on numbers booked in by you. No refunds will be issued. A booking made by you confirms acceptance of these terms.
- ✓ A **Reminder Invoice** will be emailed 4 weeks prior to your trip.

Prices March 2018 to July 2018

£5 per Child (minimum 15 paid for children)

Adults 1:5 ratio FREE (1 adult FREE for every 5 children paid for)

SN Carers 1:1 ratio FREE (1 Adult carer FREE for each paid for SN child)

£5 per extra Adult

Includes:

FREE pre-visit for teacher/organiser (must be pre-booked)

FREE downloadable Risk Assessment

FREE Baby Animal Talk for the group

FREE adults 1:5 ratio

FREE handouts for follow-up work

FREE use of barn classroom facility - allocated

Optional Extras (must be pre-ordered)

1hr Indoor Fun Barn play £2.50 Per Child

Bags of Animal Feed 50p each

Ice Lollies 60p each

Tractor Trailer Ride £2 Per Person – 1 adult rides FREE to supervise

Min charge £30 i.e. 15 people at £2 each

Trailer capacity approx 30/35 people

Subject to ground conditions

Payment is due in full by **Faster Payment BACS 3 weeks prior to your trip date**. Bookings made less than 3 weeks prior to intended visit date will be invoiced for immediate payment. A fee of £25 per day will be charged for late payment.

Suggested Duration of Visit: Minimum 2 hours - Maximum all day between opening hours of 10am-3pm. We do not issue itineraries prior to trip date – all timings of activities will be given on trip day.

Tour/Talk times are allocated on arrival

- The **Baby Animal Talk** is tailored for Nursery, Reception and Year 1 children. This is an engaging, interactive, fun and educational experience for the children lasting approximately 30 minutes facilitated by Farmer James and involves stroking and petting the animals.

Farmer James Fun Barn times are allocated on arrival

You can pre book a one hour play session for the children in our brilliant indoor Play Centre for an additional £2.50 per child. Maximum capacity at any one time on the equipment is 175 persons. Please note we may add small schools/groups together. Your group of children must be supervised by 4/5 adults during play who will be positioned strategically on the equipment; under 4's must have 1:1 adult supervision. Socks must be worn on the equipment by ALL at all times.

First Aid Facilities are available on site. However, schools and groups should bring their own medical supplies with them on their visit.

To qualify for our **Group Rate Discounts** you must bring 15 or more paid for children. A Minimum Charge of £75 applies for Farm Package Entry; a Minimum Charge of £112.50 applies for Farm plus Indoor Fun Barn Package Entry – Extras are NOT included.

Special Needs Groups please contact us for discount details.

Pre booking is essential.

Public Liability Insurance of £5m is held with National Farmers Union Assurance, Policy Number 080X2787226 annual renewal date May 5th.

We comply with all aspects of current Health and Safety Executive recommendations contained in the following publication: "**Avoiding ill health at open farms - Advice to farmers with teachers supplement**" – this is downloadable from our website www.stleonardsfarm.com "School & Group Trips" page.

We are accredited by CEVAS (Countryside Educational Visits Accreditation Scheme) and are members of FFS (Farms for Schools), FACE (Farming & Countryside Education) & NFAN (National Farm Attractions Network).

Contact Denise or Jane on farmerjames1@aol.com/01274 598795 during our office hours Monday to Friday 9.30am - 4.30pm.

Remember to quote the name of your school/group and the date of your trip on any correspondence/telephone calls to us.