

## **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** 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.
- ✓ **Payment is due in full 3 weeks prior to your trip date by Faster Payment BACS/card or cheque payable to J&DWainhouse.** 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.

### **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

**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 5<sup>th</sup>.

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](http://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](mailto:farmerjames1@aol.com)/01274 598795 during our office hours Monday to Friday 9.30am - 4.30pm.

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