HALL PLACE & GARDENS

SCHOOL BOOKING PACK

Hands on learning Learning through fun

LOtC Quality Badge
Council for Learning Outside the Classroom

www.hallplace.org.uk

LONDON BOROUGH OF BEXLEY

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1. Making A Booking

- **Hall Place Education Service Offer**

We offer 3 types of activities to schools

- Hall Place Education Officer led taught sessions (lunch space included)
- Self-led outside trails
- Education Room hire

Please see our website for more information on travel to Hall Place, current activities and prices https://www.hallplace.org.uk/school-visits/ Fill out a Enquiry Form and send it to hallplaceeducation@bexley.gov.uk The Education Officer will be in touch to tailor your experience and book you in.

- **Booking Confirmation**

Please make sure that you have read your booking email completely as it holds vital information you need to act upon. Email back your confirmation to secure your booking. The confirmation of the Booking Agreement will be seen as your agreement to all the information and our terms and conditions contained in this Teachers Booking Pack.

Separate On-site Experiences

To book a visit to Jambs Owls Experience or London Butterfly Gardens as part of your day contact them directly. Jambs Owls and London Butterfly Gardens are independent companies and separate to the Hall Place Education Service. They have their own booking and visiting requirements. Follow the links below to find out more
https://www.hallplace.org.uk/all-about-owls
https://www.hallplace.org.uk/london-butterfly-gardens-at-hall-place/

If you have booked a visit with Jambs Owls Experience or London Butterfly Gardens, they will send you their invoice separately.

- **Teachers Notes, Activity Sheets and Trails**

You will find all the activity sheets, trails, support notes and risk assessments you will need for your visit on our website under the learning tab https://www.hallplace.org.uk/taught-sessions/. They are listed by topic and taught session. The Education Officer will have offered advice on what self-led activities are available as part of the booking process. These can be used after your taught session or as part of your self-led visit.

The Teachers notes outline what the session contains. This includes the learning outcomes, activities, evaluation, background information & suggestions for pre & post visit activities. These are helpful in deciding if the session fits your class needs and topic. Do contact the Education Officer if your group require any specific additional requirements.

It is up to you to print off all the sheets and trails you will need for your visit yourself and bring them with you on the day.

All trails are self-led. Trail sheets need to be printed at school in advance and brought with you. We can supply pencils and clip boards – please ask on booking. It is really important that your accompanying adults know how the trail works so they can support the students.

If you forget your activity or trail sheets, we may be able to print them for you at a charge of 25p per A4 double sided trail sheet.

- **Finance**

Your invoice for your Hall Place Education Service booking will be sent directly from the London Borough of Bexley to the email held on their system for your school's account.

Please make sure you forward any invoices to your finance team.

- **Teacher Pre-visits**

Teachers can book a pre-visit by emailing hallplaceeducation@bexley.gov.uk as part of the booking process. This will help you create your own Risk Assessment and plan your visit.

2. Onsite Facilities

- **Education Room**
  The Education Room must be pre-booked in advance with the Education Officer (included with taught session bookings only). It accommodates a class of 30 children plus accompanying adults unless otherwise agreed with the Education Officer.

  The cold-water tap on the main sink is suitable for drinking and can be used to top up water bottles as required.

- **Toilets**
  There are 2 individual toilets within the Education Room for your exclusive use. The main public toilets are located next door to the Education Room in the Visitor Centre. These are quicker for large groups and whole classes. Children must be supervised when visiting the public toilets.

- **Café**
  The Riverside Café is located opposite the Education Room in the Visitor Centre. **No drinks are allowed during taught sessions for health & safety reasons.**

3. Code of Conduct

We expect the same high standard of behaviour on our site as your school does on theirs. It is the responsibility of the group leader to ensure that all accompanying adults are well briefed about the visit, are fully aware of their responsibilities and the high standard of behaviour expected of them and the students in their care, including…

- Walking calmly and following signage instructions
- Behaving sensibly
- Please be kind and respectful to staff, other visitors onsite, equipment and objects
- Do not use offensive or aggressive language
- It is important that all visitors respect the gardens by remaining off the flowerbeds and not damaging any plants or trees
- Only the group leader can take photographs of the children if they have appropriate parental consent.
- Accompanying adults should not be using their mobile phones whilst they are supervising children such as in a taught session. This includes taking photographs of children or using social media.
- Hall Place is a no smoking area.

4. Health & Safety

Hall Place & Gardens is fully compliant with current Health & Safety requirements and is the proud holder of the Learning Outside the Classroom Quality Badge.

- **Risk Assessments**
  The Education Service has several general Risk Assessments for the site to help you begin your own. These cover the risks and measures identified by Hall Place. We strongly advise you to carry out your own risk assessment for your visit to include your transport and knowledge of your group. You can find these with other taught session resources at https://www.hallplace.org.uk/school-visits/

- **First Aid**
  Please bring your own first aider to accompany your group for the entirety of your visit including travel. Hall Place will support you as required.

- **Supervision**
  We ask for an adult to child ratio of 1:6 for primary school groups at all times. This ratio is required to ensure everyone's safety whilst at Hall Place, but also to support the activities which require this amount of adult participation to deliver. **We reserve the right not to deliver any activities booked if the adult/child ratio is not sufficient.**

  Please brief all accompanying adults with their responsibilities and activities of the day so they know exactly what they need to do the whole time of their visit.

- **Fire Alarm**
  If you are a Self-led Group using the Education Room, the Fire Evacuation instructions & map are displayed on the wall. Please familiarise yourself with this plan with it and make sure all fire exit doors are left clear and easily accessible. Hall Place staff will be evacuating everyone from the buildings and offering guidance.

Please contact the Education Officer if you require any specific additional information or copies of specific policies.

5. Your Arrival

There is coach parking in the main car park. There is also a walkway towards the main gates if you are on foot.

Please follow the map on page 9 and use the Gates from the car park to the Visitor Centre. This is the safest route and avoids deliveries, contractors, weddings and other functions.

The Visitor Centre holds all our main facilities – toilets, café and Education Room.

When you arrive in the Visitor Centre, please follow the welcome instructions by the Education Room door. The Education Room will be ready for you. If a trolley is provided, please put your lunch bags in it, otherwise you can leave them on the tables.

Pre-booked Taught Sessions

Please take this opportunity to make sure **all** your students visit the main toilet facilities. This is really important, as you may not get another chance until lunch time.

Please do not purchase any hot drinks from the café at this time as they are not allowed during the taught sessions and activities.

Before your activities start you will be given a quick health & safety talk.

Education Room Hire For Self-led Visits

If you have pre-booked the Education Room, you can use it for lunch and your base for the day. The Education Room is located in the Visitor Centre opposite the Riverside Café.

You can leave your bags here, but please remember that the room is not locked so keep your valuables with you. You will be sent full information to support your visit with your booking email including emergency contact number.

A copy of the fire evacuation routes are displayed on the wall in case of an emergency.

6. Your activities

Your day with us may include a combination of the activities we offer, such as an Education Officer led taught session or self-led trails/activities.

Please, no food or drink in any of the activities. This is for health & safety reasons – to keep your students, our Historic House and the museum collection with which we teach safe.

All adults should remain with their classes as they will be required to participate in the sessions.

If you have booked to visit to London Butterfly Gardens or Jambs Owls Experience, they are located in the glasshouses by the main site entrance. A member of their team will be there to greet you when you arrive.

7. Timetable

All Education Officer led activities are conducted in the mornings, you are welcome to explore the gardens in the afternoon as part of your visit. We are flexible, so please let us know if you wish to arrive later or require a snack before your session starts when you book so that the timetable can be changed as required.

Please ensure you provide us with as much information as you can so we can make your day as productive and enjoyable as possible. Letting us know your classes prior knowledge and your learning aims for the visit can help us tailor the session to your needs.

Your final timetable will be on the second page of your Booking Agreement.

Sample timetable

10am	Arrival at the Visitor Centre
10.15 - 11.15am	Taught session
11.30am - 12.30pm	Early Lunch
From 12.30pm	Self-led Trail and time to explore the gardens
By 2pm	Leave site

Whilst we endeavour to work with any schools that are delayed this may not always be possible due to other onsite bookings and commitments.

8. Lunch break

The Education Room is your designated lunch space and can accommodate 30 children with extra chairs stacked on the periphery for adults. This room is also used for teaching some of the activities.

In hot weather, this is the coolest room in the building, and our staff will open the garden doors wide for you. Picnicking outside in the gardens can be fun, please take a bin to put all your rubbish in with you and return it when you have finished.

This is the time to purchase any hot drinks, but please be aware of the scalding risk to the students.

We use this room after you leave. Please clean up any mess you make, return the furniture to how you found it before you leave, and check that all toilets are flushed and the taps are turned off.

9. Free time

Please be aware that the Historic House is currently closed. Our Education Officer will make suggestions to get the most from your visit, including self-led trails or other activities.

The gardens are a great source of fun and there is lots to do. Here are some highlights, which can be found on the garden map:

- Topiary beasts
- Grass maze
- Spot the different wildlife

Visiting the gardens is weather dependent, so make sure you have a wet weather plan. Please discuss this with the Education Officer for ideas.

HALL PLACE & GARDENS

10. Site Map

1. Model Gardens
2. Kitchen & Cut Flower Garden
3. Display Gardens
4. Pleached Tree Lawn
5. London Butterfly Gardens
6. Entrance to Jambs Owl Experience (seasonal)*
7. Herb Garden
8. Bird Hide
9. Wildlife Corner
10. Orchard & Soft Fruit Garden
11. Timeline Border
12. Visitor Centre, Riverside Café & Toilets
13. Stables Art Gallery
14. Weir Bridge
15. Hall Place Historic House
16. Old Granary
17. East Lawn
18. West Lawn
19. Magnolia Walk
20. Topiary/Queen's Beasts
21. Herbaceous Borders
22. Elizabethan Garden & Millstone Plinth
23. Grass Maze & Commemorative Trees
24. Woodland Walk
25. Sunken Garden
26. Wisteria Bridge
27. Azalea Beds
28. Black Poplar Commemorative Tree
29. Miniature Railway (seasonal)*
30. Mysterious Monolith
31. Spring Garden

* independent attractions with restricted opening, see website for info www.hallplace.org.uk

For more information
www.hallplace.org.uk

11. Booking Terms and Conditions

Terms and Conditions for School Bookings with Hall Place Education Service only

We are committed to working with schools to ensure every school visit is as safe, educational and as enjoyable as possible. In addition to the information included in this Booking Pack are the following -

Your Booking

- **Confirmation:** Please read your Booking Agreement and email your confirmation back to us within 5 working days to secure your booking. Confirmation of your booking will be taken as binding and will be subject to all our booking details and Terms and Conditions in this pack.
- Please note that your confirmation information will be held digitally in accordance with the Data Protection Act. We only keep and use your details for current and future bookings you have with the Hall Place Education Service. If you wish to book a visit to Jambs Owls Experience or London Butterfly Gardens to accompany your Hall Place Education Service taught session, we will ask you for your permission before sending them any of your details.
- **Payment**: Payment will be due for the numbers confirmed on the Booking Agreement. Invoices will be raised 8 weeks prior to the confirmed visit. Any changes must be reported before this date. Invoices requested prior to this period are binding. Refunds will not be made for any absentees on the day. Additional numbers can be added on request, subject to payment in advance.
- Your Hall Place Education Service taught session finance documents will be sent directly from the London Borough of Bexley
- If you have booked a visit with Jambs Owls Experience or London Butterfly Gardens, they will send you their invoice separately.
- Payment must be made in full at least one month prior to the booked date or in accordance with the conditions of invoices received. If the visit is within one month of the booked date, payment is required seven days before the visit. Invoices are subject to payment within 30 days
- **Cancellation:** All cancellations must be made by email to our Education Officer at hallplaceeducation@bexley.gov.uk . Where the booking is cancelled by the school more than four weeks before the booking is due to take place, Hall Place will make no charge or claim for damages subject to the customer meeting any costs already incurred in connection with the visit. Any cancellations less than four weeks prior to the booked date are liable for all agreed booking costs
- If Hall Place are forced to cancel your booking due to unforeseen circumstances, we will inform you as soon as is possible. We will endeavour to reschedule your booked visit or in the event of cancellation, a full refund will be given

Your Visit

- **Risk Assessments:** It is the school's responsibility to carry out a risk assessment for their own students. Please contact us to arrange a pre-visit to the Hall Place site for up to 2 members of staff. We cannot guarantee our Education Officer will be available for pre-visits.
- **Conduct:** All students must have adult supervision on site at Hall Place at all times. Group leaders and accompanying adults are responsible for the behaviour, general health & safety of their students, and must remain with them at all times. On these grounds, Hall Place excludes liability for loss or damage suffered by the school or any member of the group as a result of the visit.
- Any first aid required by the school's members during their visit should be administered by the schools designated first aider, ensuring they inform a member of the Hall Place staff. Any Hall Place first aider attending to a casualty must complete an Accident & First Aid Report detailing the incident.
- Please be aware that the site is used by members of the public and other groups during school visits.
- It is the responsibility of the group leader to ensure that all accompanying adults are well

briefed about the visit, are fully aware of their responsibilities and the high standard of behaviour expected of the students in their care.

- We request a ratio of 1 adult for every 6 children. We require this ratio for health & safety purposes and because many of our activities require this number to participate in delivery. Your activity will not go ahead without the correct number of adults.
- Please note that food or drinks cannot be consumed during activity sessions or inside the historic house for health & safety reasons.
- Please make yourself aware of the Local Byelaws for the site. https://www.hallplace.org.uk/gardens/

Disclaimers:

- Due to the multiple uses of the site, some rooms may be inaccessible on the day of your visit. This may result in the relocation of taught sessions.
- Whilst we will endeavour to cover all activities booked, in the event of staff illness we may need to alter your timetable, reschedule your booked visit or cancel your booking if the circumstances are beyond our control. In the event of cancellation, a full refund will be given.