

### **Arrival**

Before you arrive at Westonbirt, share the arrival information with your coach driver. There are two different arrival points, and your driver will need to know which one to take you. The driver will need the barrier code information from you to make sure that you are dropped off in the correct place. This will be included in your confirmation email.

Your driver will take you to the drop off point near to the central facilities. We will meet you on arrival. This is where you will get off the coach and gather the children ready to head to the learning centre.

### **Learning centre**

We will then take you to the learning centre, where you will be able to leave bags and have lunch. The class will wait here, having a snack, or with a holding activity, and one group at a time go to the toilets. This will slow down the start of the programme but is necessary for safe social distancing in a public space.

You have access to the learning centre for the duration of your visit.

### **Toilets**

Take one small group to the toilets at a time. Please do not queue with your whole class as large gatherings in public, shared spaces need to be avoided for the safety of all. For the ladies toilets there is a maximum of seven people inside at any one time, for the men's the maximum is four.

Adults and Secondary School students will need to wear a mask whilst inside, unless they are exempt. You will be using the toilets alongside other visitors so are likely to need to wait until some visitors come out if you want or need to take your small group in together. It may be necessary to split your group to avoid exceeding the maximum number of people. Use these toilets during the day and before you leave.

### **The programme**

Once everyone is ready, we will start the led session out in the arboretum. We've thought carefully about the activities and handling of resources for your programme and we'll send you a risk assessment and programme specific Covid-19 details before your visit. For some programmes, we will have prepared a pack of resources for the class teacher to hand out during the session. This will have been put together at least 72 hours before your visit to provide enough quarantine time between handling.

### **Activities indoors**

If any activities need to take place indoors, our learning officers will be wearing masks and we ask that your adults and any secondary age students do the same.

### **Lunchtime**

At the end of the session we will take you back to the learning centre where you can take the children, in small groups, to use the toilets so they can wash hands after the session. Please follow the same procedure for using the toilets as you did on arrival. You will then return to the learning centre for lunch before your self-guided time in the afternoon.

### **Treetop Walkway and other self-guided activities**

At the moment, the walkway is one way, taking you across the valley and into Silk Wood. You are not able to exit via the walkway. Instead you'll come out on a track with a fairly steep slope. Please be mindful of other visitors whilst on the Treetop Walkway. If you stop for a while with your class, others will not be able to pass you with safe social distancing. For now, you will need to use

the Treetop Walkway simply as a route into Silk Wood, with a lovely view, rather than a feature to spend a while experiencing.

With your confirmation email you will have received a children's leaflet. It includes some activities you can do together, and a map showing where our play features are. In the email there is also a link for some free download activities for schools. We are unable to offer our class activity backpacks at the moment.

#### **First aid**

We ask all schools to bring a first aid kit and first aider with them. The primary responsibility for first aid lies with you. If, however, you do need additional first aid assistance, we will be able to help if it is during the led part of your visit. If it is during the self guided part of your day please go to the Welcome Building, shop or restaurant and staff will notify our first aiders.

#### **Lost people**

It is a good idea to point out a location for your support adults and children to come to if they become separated from the rest of the group. If you have a lost person during the self guided part of your day, please go to the Welcome Building, shop or restaurant and staff will start our lost person procedures.

#### **Departure**

At the end of your trip, collect your belongings from the learning centre and use the same toilets as before. Make your way to the coach pick up point on the road outside the restaurant.

Finally, dress for the weather, expect mud and enjoy your time together exploring, playing and learning. We look forward to welcoming you to Westonbirt soon.

If you have any questions about your visit, please email the learning team at [learning.westonbirt@forestryengland.uk](mailto:learning.westonbirt@forestryengland.uk)