



Plumpton College

Children's Rural Education Centre

Guide to Planning Educational Visits

Childrens Rural Education Centre
Plumpton College
Ditchling Road
Plumpton
Nr Lewes
East Sussex
BN7 3AE

Telephone 01273 892096
e mail louisa.devismes@plumpton.ac.uk
www.plumpton.acu



Council for
Learning Outside the Classroom



Contents

- Introduction
- Educational Visits
- Children's Rural Education Centre
- Booking
- Cost
- Group Sizes
- Risk Assessments
- Supervision
- Hygiene
- First Aid
- Money
- Lunch
- Clothing & Equipment
- Arrival
- Preparing your class – safety tips

Introduction

Plumpton College is a land based college situated at the foot of the South Downs. The main College is situated in the centre of the College's 890 hectare estate. The unique rural setting of the College provides us with the opportunity to maximize the links between food, farming the environment and the educational curriculum. We welcome pupils from pre-school to GCSE. Details of the topics and activities on offer can be found in the College Guide to Educational Visits.

Educational Visits

Schools are welcome to visit the College throughout the year during term time. Several thousand pupils visit the College every year. The College is one of the first organizations in the country to be awarded the Learning Outside of the Classroom Quality Badge and is also accredited through the Access to Farms network.

Children's Rural Education Centre

The College's Education Centre is a purpose built, self-contained facility. The Centre houses a classroom for workshops and demonstrations indoor and outdoor eating areas. A selection of teaching resources, boot washing, hand washing and toilet facilities. The Centre is designed to accommodate approx 30 pupils.

Booking

All visits to the College must be pre-booked. To book a visit to the College please contact the Education Centre on 01273 892096 or e mail Louisa.devismes@plumpton.ac.uk Bookings are taken on a first come, first served basis. Please plan ahead to avoid disappointment, particularly in the Spring and Summer terms.

Cost

Visits to the College are charged at £2.00 per pupil, there is no cost for teachers or parent helpers. College will invoice school once the visit has taken place and we know how many pupils attended. This is not a fixed charge, if there are schools that find this cost prohibitive please contact us. (In some cases the cost may vary, for example for particular activities or for a very large number of pupils).

Group Sizes

The Education Centre is equipped to accommodate approximately 30 pupils. We are able to accommodate larger group sizes with careful planning.

Risk Assessments

To ensure that your class get the most from their visit and have a safe and enjoyable time we request that you attend a pre-visit meeting. This will give you a chance to discuss the areas of learning that you would like the visit to support, access College risk assessments and look at the areas that the pupils will be visiting.

Supervision

Teachers are responsible for the supervision, discipline and management of their groups whilst they are visiting the College. Schools must supply adequate supervision in accordance with Local Authority guidance. The College are happy to accommodate any extra adult supervisors that schools are able to supply. All College Staff that are involved in hosting educational visits are CRB checked. However, the care of the children is the responsibility of the school during the visit.

Hygiene

To reduce the risk of infection any pupil that has cuts or grazes should have them covered with waterproof dressings before their visit. Whilst visiting the farm pupils should keep their hands away from the mouths and should not take any food or drink on to the farm.

Boot washing. All visitors should wash their boots and change into shoes at the end of their visit. Boots should be washed before hands. Please ask your pupils to bring their shoes in carrier bag so that they have one to put their boots in to take home.

Hand washing. Before eating and leaving the College all visitors should wash their hands thoroughly with warm water and liquid soap. It is the schools responsibility to ensure that all pupils have washed their hands thoroughly. If a member of your group shows signs of illness e.g. sickness or diarrhea after the visit, please advise them to visit the doctor and explain that they have had contact with animals.

First Aid

Schools are responsible for providing and administering their own first aid. Please ensure children bring any medication with them that may require. Teachers are advised to carry anti-bacterial hand gel in their first aid kits.

Money

Pupils will not need to bring any money for their visit to the College.

Lunch

If you are staying for lunch please bring packed lunches. A hot lunch in the College canteen can be organized for small groups and will cost in the region of £4.00 per head.

Clothing & Equipment

Please ensure your group are dressed appropriately for their visit to the College, and for the weather. You will be spending much of the day outside so warm clothes and waterproofs or hats and sunscreen may be necessary. Children and adults should wear wellington boots. Open toed shoes are not suitable. In many cases it may be advisable for pupils to wear their schools shirts and jumpers with old trousers, girls included. The College will supply any equipment needed during a visit.

Arrival

All vehicles should enter campus via Wales Farm Lane and follow the lane until the Education Centre is reached on the left hand side. The centre is situated behind the farm office which is a small white building. There is space here for coaches to turn and park. Please remind your drivers NOT to take the main College drive. A member of staff will meet your group at the Education Centre.

The Address for the Education Centre is:

Wales Farm
Wales Farm Lane
Ditchling Road
Plumpton
Nr Lewes
East Sussex
BN7 3AG

Preparing your pupils for their visit

The College estate and farm are busy places and can be dangerous. Help to keep your pupils safe by talking to them about a few of the simple rules to stay safe before your visit.

- Stay together with your group and close to your leader, do not run on ahead.
- Look and listen for vehicles and machinery. Listen to your group leaders instructions and stay close to them.
- Do not climb on gates, walls, fences, animal pens, barriers, bales or farm machinery.
- Do not climb into animal pens.
- Do not touch any animals unless you have asked or you have been told that you can by your group leader.
- Try to be quiet when you are around the animals.
- Do not put your hands in your mouth whilst visiting the farm or taking part in environmental activities.
- Do not take any food (including sweets) or drink on to the farm.
- Make sure that you wash your wellies before leaving the farm (before you wash your hands).
- Make sure you wash your hands before lunch and before leaving the College.

