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|  | **IMPORTANT INFORMATION ABOUT YOUR VISIT**  Updated: July 2025 Robyn Stern |

**You will be asked to sign that you have read and understood this document on your arrival at the centre.**

**SAFETY:**

All activities and sites are risk assessed.

For most activities we will ask you to split your class into pairs or groups of 3 up to a maximum of 15 pair/groups. Please be aware that if you have children who are unable to work in pairs then you will have to allocate other children to work in groups of 3.

All adult to child ratios are strictly enforced, please ensure that you have enough adults for your key stage.

You are welcome to bring more adults if you want to.

Please note that the required adult: child ratios exclude those adults who are designated as one-to-one support.

**SPECIAL NEEDS AND ALLERGIES:**

We believe in access for all.

Please notify us if you have any children with allergies or special needs including G&T, so we can adapt our courses accordingly.

Failure to notify us of additional needs will result in no adaptation being possible.

Please note that we have ‘social stories’ available for all sessions, these are available on request.

**PARENT HELPERS**

Please ensure that parent helpers understand that unless they are there as a 1:1 support for their own child they are not able to work as their child’s partner, they are responsible for the behaviour and safety of the children entrusted to them.

The use of mobile phones by parents is not recommended unless for emergency reasons.

Parents need to ensure that they are encouraging children to follow any instructions given to them.

Please ensure that parents understand that there is NO REFUSE PROVISION AT THE CENTRE. Due to this all refuse must be taken back to school.

Parents must ensure that they are not standing in the middle of a group of children when instructions are given, instead they must stand on the outside of the group. We ask that private conversations with other parents and children is kept to minimum when the teacher is talking as this causes distraction for children.

**COACH AND DIRECTIONS:**

It is advisable for the coach to drop the children off at the top of the road, as Byng Road has a narrow bend. Please let your coach driver know that there is a width restriction in Alston Road, this can be avoided by using one of the side roads, such as Salisbury Road.

There is a parking/turning area at the centre suitable for minibuses.

Parking for cars is available at the bottom of Byng Road.

The postcode for SATNAV is EN5 4NP.

The Barnet Environment Centre is located in the Noah’s Ark E-Centre.

Please let the Education Manager know how you will be travelling to the site.

**LUNCH:**

Please bring a packed lunch. Coffee and tea is available for adults in our kitchen. Please be very careful with hot drinks around children.

You can reduce your litter by encouraging the children to bring their lunches in re-usable containers. Please ask the children to bring a refillable water bottle. Please do not bring canned or glass bottled drinks or fizzy drinks. THERE ARE NO REFUSE FACILITIES AVAILABLE FOR SCHOOL USE AT THE CENTRE, AS SUCH ALL REFUSE FROM LUNCHES MUST BE TAKEN WITH YOU WHEN YOU LEAVE.

**CLOTHING:**

Please check the weather before your visit. Appropriate outdoor clothing e.g. waterproof jacket, **trainers or stout shoes**.

Please advise accompanying adults, parents and teachers that **flip-flops and sandals are not suitable** for adults or children. We will advise you if wellies are needed.

During the **summer** months please bring sun cream and **hats**. Sleeveless tops are not allowed because of the risk of sunburn.

**BEHAVIOUR:** School staff are responsible for good behaviour at all times and for lunchtime supervision.

Should weather be inclement and children are not allowed outside to during lunch time it is recommended that colouring-sheets/ drawing paper are brought with. Coloured pens/pencils will be provided.

If children are allowed to play outside during lunch the following rules must be enforced:

* A minimum of 2 staff members must be outside with children – on active duty. One member of staff must be by the centre garden ponds.
* Children are prohibited from picking up and playing with sticks.
* Children are not to climb in trees or hang off branches.
* Children are not to throw anything into the ponds.
* It is recommended that children are not allowed to play on the centre steps.

All breakages to either equipment or trees will be invoiced to the school.

**RESOURCES** **AND EQUIPMENT:**

We will supply clipboards and all other learning resources.

Should weather be inclement and children are not allowed outside to during lunch time it is recommended that colouring-sheets/ drawing paper are brought with. Coloured pens/pencils will be provided.

**ICT:**

Subject to your schools Photography Policy please feel free to bring a camera to record the day’s activities.