**Self-led school and group visits to Woodberry Wetlands**

**Booking form and information pack**

If you would like to visit Woodberry Wetlands with a school or group as a **self-led session**, you will need to book in. *A self-led visit is where your group is accessing the nature reserve, but you are not having an organised session from our Outdoor Learning Team.* It is not always possible to accommodate group bookings due to other activities that are taking place.

During a self-led visit, you must stay on the main paths of the nature reserve. Access to specific habitats such as the ponds and log pile area are only possible with a member of our Outdoor Learning team so are therefore not accessible during self-led visits. If you are interested in a hands-on practical **centre-led** visit with a member of our team, please visit: <http://www.woodberrywetlands.org.uk/schools/>

|  |  |
| --- | --- |
| ***Your full name\**** | ***School/group\**** |
|  |  |
| ***School/group contact number\**** | ***Email address\* (this will be used for invoicing)*** |
|  |  |
| ***School/group address including postcode\****  | ***Borough of school\**** |
|  |  |
| ***Number of classes/groups visiting\**** | ***No. of staff/parents/other adults\**** |
|  1 [ ]  | 2 [ ]  | 3 [ ]  | 4 [ ]  |  |
|  | ***Class 1*** | ***Class 2*** | ***Class 3*** | ***Class 4*** |
| ***Preferred date of visit\* (dd/mm/yy)*** |  |  |  |  |
| ***2nd choice date for visit\* ((dd/mm/yy)*** |  |  |  |  |
| ***Arrival time of visit\**** |  |  |  |  |
| ***Departure time of visit\**** |  |  |  |  |
| ***No. of children per class\*(Max. 30 per visit)*** |  |  |  |  |
| ***Year Group\**** |  |  |  |  |
| ***Any SENS/access needs?*** |  |

The cost of a **self-led** visit allows us to cover the administration costs associated with the visit and allow us to regulate the number of groups using the site at any one time. The self-led visit offers a more affordable option for schools and groups to access the nature reserve, or as an additional option to those who would like to arrange a follow-up trip after attending one of our centre-led sessions. All funds received from group visits go towards the upkeep and running of the Woodberry Wetlands nature reserve. Full details of costs are outlined on page 2.

Please complete the following form in order to secure your booking at Woodberry Wetlands. All items marked with **\*** are required, and your booking cannot be processed until completed.

**Session availability, fees and access**

* **Availability:** Monday - Friday, during term-time, between 9:30am-3:30pm (depending on activities happening in the holidays, self-led visits may be available outside of term-time, please fill out the booking form and we will accommodate you where possible).
* **Cost: £30 (+VAT) per hour** **per class (maximum of 30 children).** If you would like to bring two classes at once, the cost will be £55 (+VAT) per hour. The availability to bring two classes will depend on other activities happening onsite that day. No more than two classes can attend at one time.
* **Discount:** During the months of **November, December** and **January** we have a **30% discount** on all school sessions (Centre-led and Self-led)
* **Access**: On arriving at Woodberry Wetlands you will need to check-in with the team on site, please enter via the east entrance (off Newnton Road, N4 2RH) and make your way to the office next to the New River Studio
* **Access**: No classroom access\*
* **Access**: No staff or volunteer support. No access to ponds or log-pile areas (these are only accessible during centre-led visits with a member of the Outdoor Learning Team)

*\*Classroom can be booked for an additional hire fee £50 (+VAT) per hour, subject to availability.*

**Payment**

* Payment is by invoice and must be paid within 30 days of receiving your invoice.
* Invoices will be raised via the email address provided on your booking form. If you wish for the invoice to be sent directly to your finance officer or bursar, please include their email address on your booking form.
* If you wish to pay by cheque, please wait until you have received your invoice, which will include the correct address to send payment to.
* Please do not bring cash or cheque payment on the day with you, as it will not be accepted.

**Cancellations and postponed sessions**

* If you need to cancel your booking, please inform us at least five working days in advance of the date and you will receive a full refund of your booking payment. If you do not cancel in advance you will be charged a non-negotiable admin fee of £30.
* If you need to reschedule your booking, please inform us at least five working days in advance of the date. Sessions not rescheduled in advance will also be charged an admin fee of £30.
* Sometimes sessions will need to be postponed or cancelled at short notice because of unforeseen circumstances (e.g. extreme weather conditions). If this occurs, your session will be rescheduled to a later date without incurring any admin fees. Sessions will be fully refunded if you are unable to reschedule.

**Pre-session visits and risk assessments**

All of our activities and our site Woodberry Wetlands have been risk assessed for use by school groups. If you wish to conduct a pre-visit as group leader, we are open during the summer 9:00am-4:30pm, and in the winter 9:00am-4:00pm all week. Any questions that cannot be answered by staff on site can be sent to amarch@wildlondon.org.uk.

**Risk Assessment Guidance for Teachers**

The park will be open to the public during your session so please ensure that your teaching staff remain with pupils at all times.  It is the schools responsibility to maintain appropriate Adult/child ratios, recommendation are given below but check with your local authority as they may have different guidelines for off site visits:

**Early Years - 1:3            Infants - 1:4/5            Juniors - 1:6**

**Woodberry Wetlands is a nature reserve** so please encourage the children to respect the habitats and wildlife. It is important for all children to adhere to the following:

* No running anywhere on site
* Please stay on the paths
* Do not remove anything from the nature reserve; it might be some animal's home or food source.

 ***'*Take only memories and leave only footprints'**

* Not to pick or eat any food items on site unless under supervision, as not all are edible
* Wash hands at the end of the activities and also before eating a packed lunch
* There is deep water in the reservoir and river, staying to the paths will ensure minimal risk of entering the water bodies
* There are two education ponds with low water levels, do not sit on the sides of the ponds to avoid falling in

**First aid**: When you arrive for your session, please inform the lead educator who your first aider is. If necessary, first aid boxes are in the office if required. LWT staff are not allowed to administer any medications.

**Fire / emergency**: In the event of a fire or emergency, please evacuate the New River Studio and toilet facilities immediately and proceed to the muster point which is located outside the East gate by Newnton Close. DO NOT remain in the building after hearing the alarm, and DO NOT take any belongings with you. If out on site, a member of staff will find your group and escort you to the nearest exit.  Please leave a mobile number of a member of your group with the office so they can contact you in an emergency.

**Location**

There are two entrances to Woodberry Wetlands, the Main Entrance off Lordship Road, N16 5HQ and the East Entrance off Newnton Close, N4 2RH. When you arrive at Woodberry Wetlands please come to the East entrance and report to the New River Studio.  The New River Studio is accessed via Woodberry Wetlands’ East Entrance from Newnton Close, the New River Path and Bethune Road. All school visits, **both centre and self-led**, must arrive at the New River Studio to **check-in.**



**Transport**

* **Underground:** The nearest tube stations are Manor House and Stamford Hill.
* **From Manor House**: Exit the station, and walk along Seven Sisters Road, heading away from Finsbury Park. Carry on walking until you reach the traffic lights, and turn right onto Woodberry Grove. As you walk down Woodberry Grove, make sure you are the same side as the Sainsbury’s. There should be a zebra crossing if you need to change sides of the road. Carry on walking until you are past the high rises, and the turn left onto the New River Path. The main entrance to Woodberry Wetlands will be on your right-hand side. For the East entrance, walk past the main entrance, and follow the New River Path, which runs parallel to the reserve. Cross over the New River, and the East entrance will be on your right hand side.
* **From Stamford Hill**: Exit the station and turn right on Amhurst Park. Follow the road, and then turn left onto Bethune Road. Walk a little up, and take the first right onto Newnton Close. The entrance to the reserve will be on the left hand side.
* **Bus:** The nearest bus stops are Bethune Road (Eastbound Bus Stop T and Westbound Bus Stop W served by bus routes:  253 & 254) and Amhurst Park (Eastbound Stop S served by bus routes 259 and 279).

* **Parking:** There is no public parking at Woodberry Wetlands. The closest unrestricted street parking is on Bethune Road on the East side of the reserve. Metered street parking is available on the surrounding streets and controls are in operation 8:30am – 6:30pm. Be sure to check the Arsenal Football Club home schedule as additional parking restrictions may apply on these days.

**Social media posts**

London Wildlife Trust uses photographs and occasional filming to promote our work with nature to a wider audience. If permitted by parents, if your school’s teachers or support staff are taking pictures on the day please share them with us. We will ask you to fill out our photo consent form. Please send us any links to published trips or information regarding your visit to Woodberry Wetlands. We would love to celebrate your visit.

We would love for you to help us promote London Wildlife Trust’s work by posting on social media about your session. If you do, please include our tags:

**\*Facebook tags:** @woodberrywetlands  @LondonWildlifeTrust

**\*Twitter tags:** @WildWoodberry  @WildLondon

We hope you enjoy your visit to Woodberry Wetlands. If you would like to find out more about the reserve and how you can support our work please visit us at <http://wildlondon.org.uk>