**Plan your visit**

Identify the curriculum areas that you want to focus on. Look through the list of programmes and identify those which might link to your curriculum areas. What is the topic you are studying? Which programme fits your topic?

**Booking a session**

Give us a call or drop us an email to discuss your specific requirements. Let us know which school you are from, what date you might like to book a visit and the age group and number of pupils you are planning to bring. We will also ask for contact details.

Once we have taken your booking we will send you a confirmation document along with information on how to get the best out of your visit. This information can also be found on the website. We will attach Risk assessments for your specific sessions and copy in our Resources Manager to generate the invoice for the visit. If you have any questions or want to arrange a pre-visit just get in touch and we can arrange a pre-visit any time to suit you. You can also bring along family if it makes things easier.

**Preparation before your visit**

We are always available for questions you might have in the run up to your visit.

Make sure that you are aware that handwashing and toilet facilities are not specifically for schools.

Ensure that your children are prepared for their visit. Show them where Cogges is. Discuss the programme of activity with them perhaps cover some of the themes or aspects of the activity prior to the visit.

Ensure parents know how to prepare their children for their visit. Most importantly, your group should ensure that they dress appropriately and wear sensible shoes. This includes adults. Please ensure appropriate protection is provided for children in the event of a very wet or very sunny day.

Discuss the visit with all your adult helpers beforehand. So that they know what is expected of them and how it will support the pupils on their visit. We would like them to make sure that they, show an interest in the session to encourage children to listen and to turn mobile phones to silent mode as well as remaining with their group to help and make sure that children are safe at all times.

You may want to bring along a devise to take photos with to record your visit please ask facilitators and volunteers before taking pictures they are included in.

**How to find us and arrival**

Please ensure that your coach driver takes you to the correct car park for disembarkation. It can be difficult to return to the coach park from site if you did not disembark there. The main car park is a short distance from the farm and located at postcode OX28 3FR. It is not off Church Lane so please ensure you get taken to the correct place.

The coach park is along a pedestrian path next to a school and onto a small lane. Once on the lane you take the next left into a yard in front of the entrance. Gather the group together so that the leader can notify the staff at the entrance that you have arrived. The staff will ensure your facilitators (if they are not already waiting for you) are located.

You will then be taken through to the farm, gathered together and given the opportunity for a snack break and for everyone to visit the toilet. A short Health and Safety talk and introduction will then be given.

Usual time of arrival is 10am.

**How to prepare your pupils for the visit**

Visiting a site like Cogges can be very exciting for young people and their adult helpers. We expect young people to be excited on the visit and we do welcome this but it is useful to remind young people (especially if visiting between March and November) that there are other people enjoying Cogges too.

Each small group of up to 12 pupils will have a dedicated facilitator to take them through their activities for the day. It is helpful to have organised the small groups of up to 12 prior to arrival as this speeds up the process of getting everyone started on their first activity. The day runs to a timetable which we are happy to share if you feel this would be useful, however we do warn you that if visits are affect by transport or traffic issues we may have to change the planned delivery of the session. The session is usually five activities that each group rotates through and all groups get to do the same activities but in different orders. Half Day sessions mean activities are shorter.

A reminder about behaviour, you are responsible for maintaining class discipline but facilitators will support with this where they can.

**Lunch arrangements**

If you are visiting for a Full or Half Day session you are welcome onsite for lunch. Cogges has a number of picnic areas including one that is undercover and you are welcome to use these spaces for lunch. If the weather is particularly cold we will try to accommodate you in a warm space.

Lunch time varies. For half day sessions it is always following the end of the activities at around 12.30pm. We can reduce the number of activities if you want this lunch break to be earlier just have a chat with us on booking.

Please ensure all waste is taken home or disposed of in bins provided.