



Information for Schools

Booking your visit

If you are a school or group planning to visit, please remember to book in advance, even if you are doing your own activities. Our lease and planning permission allows for pre-booked visits to take place on any day of the week, but any unbooked groups will **not** be granted access.

We have a maximum number of 30 children that we can safely accommodate at any one time. For a booking form contact learning@coultershaw.co.uk or download from www.coultershaw.co.uk.

Cost of your visit

School groups (up to 30 children) per self-led visit:

Whole day £50

Half-day £35

School groups (up to 30 children) per guided visit:

Whole day £60

Half-day £45

Payment is made on the day of the visit and can be in cash or by cheque. Receipts can be issued if requested on the booking form.

When a booking has been confirmed you will be sent the phone number of your Coultershaw contact who will ensure that the visit goes smoothly. Please note, however, this is a voluntary organisation without paid staff and limited opening.

Preliminary Visits

Coultershaw Heritage Site offers FREE preliminary visits for all group leaders and we strongly recommend that a preliminary visit is carried out, when we are open to the public, prior to each time you bring a group. This will enable you to become familiar with the site (and see what changes may have occurred since your last visit), assess any potential risks your group may encounter. A downloadable map of the site is available on the website www.coultershaw.co.uk/learning.

What we offer

Self-led visits

You can arrange with us a self-led visit, supporting information and documents can be downloaded from www.coultershaw.co.uk/learning/ to help you deliver this, and education volunteers can be on hand to assist.

Coultershaw-led visits

Explore Coultershaw is a cross-curricular whole or half-day session that supports primary schools to discover and learn about the history, nature and geography of the site. A flexible and adaptable programme of activities it can be tailored to your requirements. It is led by our education volunteers and supported by the volunteer stewards.

What to bring

Clothing

We are an open-air site and students should come dressed appropriately.

- ✓ Clothes appropriate for the weather and outdoors activities.
- ✓ Strong footwear or wellington boots
- ✓ Waterproof and warm clothing at any time of year (layers of clothes are easier to manage)
- ✓ Sun hats and sunscreen in the summer

Staff

- ✓ **A first aid kit for each class**
- ✓ Optional; Camera, mobile phone, disposable gloves, name labels, wipes

Students

- ✓ Packed lunch and water bottle, preferably in a rucksack
- ✓ Plastic bag for sitting on

Additional equipment

- ✓ Paper and pencils
- ✓ If visiting for a self-led session the class teacher should bring the copies of the worksheets and recording sheets etc. These are downloadable from our website www.coultershaw.co.uk/learning/.

Staff numbers and group sizes

Every effort has been made to make Coultershaw Heritage Site a safe environment for visitors but we request that groups are adequately supervised and that students move about the site in a safe and orderly manner.

We require a minimum of 2 adults per 16 students.

Volunteer Educators will lead your group, but please note the overall responsibility lies with the school's lead teacher.

Risk Assessment

Health and Safety

We take the safety of our visitors very seriously – all activities have been risk assessed. However, it is the school's responsibility to do a risk assessment prior to your visit. There is always a member of Coultershaw staff that has received first aid training on site but **please note that the responsibility for your class remains with the school/college staff and we ask that you equip each field teaching class with a basic first aid kit. Please provide first aid cover in line with your school's off-site visit policy.** If any of the students have any special needs then please let us know in advance. A mobile phone per group would be useful but not essential. Coultershaw Heritage Site has public liability insurance. The Educational Activities Risk Assessment is on our webpage.

Access

The paths around the site are not fully accessible and they may become less usable by the mobility impaired in poor weather. All the buildings are accessible for those with impaired mobility. However, the lower floor of Pump House is not accessible for wheelchair users.

Please note visitors must keep to the paths indicated on the site map. The driveway between the Warehouse and the Pump House is private and can only be used by coaches to access the Warehouse coach park.

Travel arrangements

Coach parking is located by the Warehouse. On arrival at the site the coach will be met by a volunteer and be guided to the Warehouse coach park.

Facilities

All groups start, and finish, at the learning centre (located in the Warehouse) which has a fully accessible toilet, and a classroom space for up to 30 students. Please note, that there are no toilets on the nature trail.

We ask that all rubbish is taken away.

If the weather is wet the Warehouse can be used to eat lunch, otherwise chairs can be taken to the space just outside the Warehouse.

Cancellation

If you need to cancel please give a two weeks notice if possible. Where a late cancellation happens and a volunteer has travelled to the site to meet the group, the visit fee will be payable.

In the event of inclement weather we have sufficient wet weather facilities to ensure that visits may go ahead with an agreed adaptation to the programme. Very occasionally the rivers day programme can be affected by significant rainfall and particularly high water levels; the programme can be adapted accordingly.

Contact

Email: learning@coultershaw.co.uk