

Hawk Conservancy Trust
Visitor Centre, Sarson Lane
Weyhill, Andover
Hampshire, SP11 8DY

T: 01264 773 850
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E: info@hawkconservancy.org
www.hawkconservancy.org



Where the sky's the limit

Teacher's Pack Spring/Summer terms 2023

The Hawk Conservancy Trust is excited to welcome schools and educational groups to learn about birds of prey and the wider natural world. We offer a range of unique learning experiences through our workshops and immersive flying displays.

Within these pages, you can find a full set of advice detailing the measures and routines put in place by the Trust to keep your staff and pupils, as well as our day visitors and Trust staff safe during a visit.

You will be asked to confirm that you have read this Teachers pack in order to secure your booking date.

A visit to the Trust is filled with the fun and excitement of watching our birds fly in spectacular shows, whilst also learning about birds of prey from around the world and the problems they face in the wild. Our displays have entertained hundreds of visitors and the feedback has been amazing, with all feeling safe and relaxed during their day here.

"A fabulous place to visit. Planning and organising the trip was so easy and the staff are so helpful ensuring we get the very best out of our day" – Year 6 teacher, St Nicolas Junior School

Outreach/Taking birds off site

Our focus for our education projects and workshops is on-site at the Hawk Conservancy Trust. We have found that this gives the best opportunity for pupils and students to learn about a breadth of species and topics and therefore do not offer outreach visits, it also ensures we maintain our high standards of care and management of our living collection.

Booking process

Bookings can be made through our friendly office team (email info@hawkconservancy.org or use our enquiry form here www.hawk-conservancy.org/education/school-visits). All school visits must be pre-booked. You will be asked to provide a purchase order to confirm the booking and secure the date of your choice.

Teacher to student ratio

Pupils must be adequately supervised by a responsible adult at all times whilst on-site. In order to ensure this we ask that all groups adhere to our adult:pupil ratios for educational visits. One adult is admitted free of charge for every seven pupils for school bookings of Year 2 and older. One adult is admitted free of charge for every five pupils for school bookings of Reception and Year 1 pupils. One adult is admitted free of charge for every ten pupils for Higher Education bookings.

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HAWK CONSERVANCY TRUST LTD
CHARITY NO: 1092349 | COMPANY NO: 4304161 | VAT NO: 997 3248 63
THE HAWK CONSERVANCY TRADING COMPANY LTD
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Payment process

Payment can be made on the day of arrival by card, cash or cheque. Alternatively, an invoice can be raised for payment in advance of your visit. We ask that group numbers and estimated time of arrival are confirmed a week in advance.

Recce visits and pre-visit risk assessments

If you have not visited the trust before, a pre-visit recce can be arranged for up to two members of your teaching staff at no cost. For all recce visits, there is the option to schedule a short meeting with a member of our team to discuss your trip.

Please note we will require the full details of any staff visiting for our records.

For those of you who have visited the Trust before, we ask that any pre-visit questions be discussed via a telephone meeting with our office team or the education department, unless of course a recce is essential to update your own risk assessments.

Arrival at the Trust and entrance to the grounds

Your school will be met by a member of our team on arrival in the car park. Teachers will receive a pack on arrival containing a visitor guide, map and children's trail activity sheets; All packs will be prepared before the visit based on the numbers on the booking.

We can provide pencils for the activity sheets if necessary.

School parties (coaches) are asked, where possible, to arrive between 9:30-9:45am and will have an entrance into the grounds separate from our other visitors. The park opens at 10am, so if early arrival is possible this enables your group to avoid potentially busy periods when other visitors are arriving.

Please note that due to a low-level bridge near the site, we are unable to accommodate double decker buses. Please check with your coach company to ensure a double decker bus will not be provided for your visit.

Coach drivers

Coach drivers are offered free entry into the Trust if they are waiting while the group visits. As with recce visits, we will require the full details of the driver for our records. We will also need to know in advance if they will be staying, so we can account for them in our limited capacity.

Toilet facilities

Toilet facilities are available close to the gift shop; your host will show you where the facilities for your group are when you arrive. These facilities are also used by general visitors so we ask for groups to be mindful when using them.

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Provision of a base for educational groups

The base we provide will be allocated based on the information we have about your schools requirements and needs. Lunches should be brought in with your group on arrival and there is a storage unit available to place lunch bags/boxes in if required. Alternatively, bags can be left on the coach.

Our John Ellicock Outdoor Classroom is available for school visits. This area is roped off from other visitors and is exclusively for use by the school visiting that day. Alternatively, the covered patio is available as normal for primary and secondary school use when the outside classroom is already booked. For larger groups our seated shelter in the Savannah Arena is available to accommodate more pupils.

We advise that valuables should not be left unattended at any of the specified areas. Our Griffon Rooms may be available to groups as an indoor base providing it is not booked or being prepared for an event.

Rubbish

Each year, we spend in the region of £9400 disposing of rubbish. This money could be used to fund our conservation and research work. We ask groups to help us by taking their rubbish away with them, and we can provide bin bags for you if required.

Visit Resources

You will receive the following essentials via email prior to your trip:

- Our Teachers pack
- School visit risk assessment

Moving around the grounds

Please let us know when booking of any special requirements for your group. We can then plan any adjustments that may be necessary for your visit.

Primary and Secondary pupils **must be supervised at all times.**

Tutors with higher Education groups must be present with students, checking in with them regularly and ensuring that all students follow the guidelines for conduct on site and are being mindful of our living collection and other visitors when moving around the grounds.

As we are sure you can appreciate, it is of paramount importance that visiting educational groups are following advice and guidance in place to keep themselves and others safe.

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If individuals are behaving in a way that put our living collection, other visitors, or staff at risk, or using offensive behaviour or language that discriminates or upsets other visitors, the Trust reserves the right to ask the whole group to leave the site. If this occurs, no refund will be forthcoming.

Welcome talk and staff host allocation

You will be greeted on arrival and introduced to your host for the day. You will receive a welcome talk from your host, covering the itinerary of the day along with some insights into the valuable work of the Trust that you are supporting by choosing us for your trip. Your host will cover rules around the grounds and routines that are in place to keep your staff and pupils, visitors to the Trust and Trust staff safe for the duration of your visit.

If you have booked a workshop as part of your visit, your host will arrange with you where and what time to meet.

Your host will check in with lead teachers to ensure that everything is going well and that you have everything you need. Please ensure that we know when you will be departing the site so that we can make this as smooth as possible for you.

Timetable of Events

We have lots on offer during your time with us. This timetable is subject to change so please check our website for an updated timetable for the time of year you plan to visit us or ask our education team when planning your trip.

Access to arenas and seating for displays

Please arrive in good time to be seated for the displays. Staff and volunteers are on hand at the entrance to the arenas if you have any questions or require assistance with being seated, schools will be shown to an allocated area reserved for their use.

Lunchtime

As with any normal visits, pupils should be supervised at all times in the grounds, including during lunch time.

Play area

The play area is available for schools to use but we ask that children are supervised whilst using the play equipment and that groups are mindful of other children/families using the play area at the same time.

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Trust shop access

Access to our shop is permitted and if you wish, you can let the Trust shop staff know a time when you will bring the children/groups in.

Feathers Restaurant access

Teaching staff and assistants are welcome to access the restaurant to buy takeaway food or drinks.

Higher education groups may have students who wish to use Feathers Restaurant for lunch. These students are welcome to buy takeaway food or eat in the restaurant.

Exiting the grounds

Please arrange the time of departure when confirming your booking arrangements, or make your host aware on arrival to the Trust, so that we can ensure a relaxed and safe exit for your group.

SEND groups

Free, Pre-visit recces are available for all SEND group leaders, including schools that have visited before. Any additional requirements can be discussed prior to the trip enabling us to make your visit as safe and relaxed as possible.

First aid

A number of members of the Trust team are qualified first aiders and have the ability to safely deal with any first aid incident on site. Please could you make your host aware if any of your staff are first aid certified.

Please do not hesitate to contact us if you have any questions we have not covered in this pack.
We look forward to welcoming you to the Trust.

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