

## Teacher's Pack 2025 - 2026

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 detailed advice regarding the measures and routines put in place by the Trust to keep your staff and pupils, as well as our day visitors and Trust team safe during a visit.

**You will be asked to confirm that you have read this Teachers pack prior to your visit.**

A visit to the Trust is filled with the fun and excitement of watching our birds fly in spectacular flying displays, whilst also learning about birds of prey from around the world and the problems they face in the wild. Our displays have inspired hundreds of visitors, and the feedback has been exceptional, 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*

### Booking process

Bookings can be made through our friendly team (email [education@hawkconservancy.org](mailto:education@hawkconservancy.org) or use our enquiry form here [www.hawk-conservancy.org/education/school-visits](http://www.hawk-conservancy.org/education/school-visits)). All school visits must be pre-booked and can be tailored to suit the needs of your school/students.

### Visit Resources

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

- A copy of this Teachers Pack
- School visit risk assessment
- Itinerary for your visit

### Teacher to student ratio

Pupils must be adequately supervised by a responsible adult at all times whilst on-site. To ensure this, we ask that all groups adhere to our adult-pupil ratios for educational visits.

- Early Years to Year 1 – One adult admitted free of charge (FOC) for every 5 pupils
- Year 2 and above – One adult admitted FOC for every 7 pupils
- Further and Higher Education – One adult admitted FOC for every 10 students
- Carers/Adults required for 1:1 supervision – admitted FOC

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**Please confirm final numbers of students and adults at least 1 week prior to your visit.**

### **Payment process**

We ask that group numbers and estimated time of arrival are confirmed a week in advance. We do require payment to be made in advance of your visit or on the day prior to departure. An invoice can be raised for payment in advance of your visit. Alternatively, payment can be made on the day of arrival by card, cash or cheque. If you are planning to pay by alternative means, please let our team know in advance of your visit.

### **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.

### **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.

### **Arrival at the Trust**

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, children's trail activity sheets and wrist bands; 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 groups are asked, where possible, to arrive between 9:30-9:45am. The visitor attraction opens at 10am, so if early arrival is possible this enables your group to avoid potentially busy periods when other visitors are arriving. Please confirm an approximate arrival time at least 1 week prior to your visit. The main entrance is via the shop, where a member of the team will meet you and show you to your designated base for your visit. There is another entrance to the Trust which is separate from our other visitors, and is available on request.

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CHARITY NO: 1092349 | COMPANY NO: 4304161 | VAT NO: 997 3248 63  
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**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.

### **Welcome talk and 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 and routines that are in place to keep your staff and pupils, visitors to the Trust and Trust team 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 during your visit 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.

### **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 area is available 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.

### **Moving around the Trust**

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.**



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**Tutors with Further and 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 birds and other visitors when moving around the Trust.

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. If individuals are behaving in a way that puts the resident birds and/or animals, other visitors, or our team at risk, or are behaving in an offensive manner or using 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 given.

### **Clothing and Footwear**

Please be advised that we have a natural countryside setting, therefore sensible footwear and appropriate clothing for outdoors is recommended. Most walkways are laid paths, however you may find some natural unevenness across the site.

### **Timetable**

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. Trust volunteers are on hand at the entrance to the arenas if you have any questions or require assistance with being seated.

### **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.

### **Lunchtime**

As with any normal visits, pupils should be supervised at all times, including during lunch time. Each year, we spend in the region of £9400 disposing of rubbish. This money could be used to fund our conservation and research work. To help us with this, we ask groups to help us by taking their rubbish away with them, and we can provide bin bags for you if required.

### **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**

We welcome school groups to visit the Trust shop during your trip. If you would like to include a visit to the shop within your visit, please let our team know in advance of your visit so we can factor this into your itinerary. Please inform a member of the shop team an approximate time you wish to access the shop upon arrival. We do ask that students are supervised at all times, and that pupils enter the shop in small groups (maximum of 10 at a time) to avoid overcrowding.

### **Feathers Restaurant access**

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

Further and 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, please inform our team in advance of your visit if your students are likely to visit the Restaurant for their lunch.

### **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.

### **Exiting the Trust**

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.

### **Outreach/Taking birds off-site**

The focus for our education projects and workshops has been 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 on offer, and ensures we maintain our high standards of care and management of the resident birds and animals that we care for here at the Trust. While we no longer take our birds off-site, we are looking to expand our outreach programme in the future. If this may be of interest, we would love to hear from you, please contact us on [education@hawkconservancy.org](mailto:education@hawkconservancy.org).

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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