



# Rosliston Forestry Centre

## School Visit Essential Information 2011-12

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See the Schools Programme leaflet for a summary of what we offer.  
Full details of our sessions are in the 'Session Details' document.

**Environmental Education Project 01283 535039**  
Unit 1a, Rosliston Forestry Centre  
Burton Rd, Rosliston, Swadlincote Derbyshire DE12 8JX  
[www.roslistonforestrycentre.co.uk](http://www.roslistonforestrycentre.co.uk)  
[rosliston@south-derbys.gov.uk](mailto:rosliston@south-derbys.gov.uk)





# Introduction to the Environmental Education Project, and Rosliston Forestry Centre

## Environmental Education Project

### Who are we?

We are part of South Derbyshire District Council (SDDC), based at Rosliston Forestry Centre. The Environmental Education Project (EEP) has been providing educational opportunities for schools in the area since 1995. The Project has been awarded ‘National Silver Winner’ for Training and Education by the Green Apple Organisation. A number of staff are Forest School Leaders, and/or University of the First Age (UFA) Fellows and our sessions use activities and techniques to suit different learning styles.

We are governed by a multi-agency steering group.

Thanks to current and past support from funding partners (SDDC, The National Forest Company, Rolls-Royce and EMDA, the East Midlands Development Agency), we can now provide an environmental education service at your local National Forest site or school grounds, as well as at Rosliston.

### What do we do?

- School Visits— learning about the Environment through sessions like ‘Nature Detectives’ and ‘Pond Dipping’. Activities take place at Rosliston, in school grounds, or in a wood near to the school. We comply with H&S regulations and guidelines, and implement a Child Protection Policy. Full details of our sessions are available.
- Wildlife and countryside events and talks; eg Bat Walks, Bird Courses, Apple Day
- ‘Wildlife Watch’ Activities for kids and for the public
- Trail leaflets you can use around Swadlincote and Rosliston
- We support local wildlife/ conservation groups, and individuals who want to improve the environment, by providing information, advice and organising activities like a Free Tree Scheme
- We link to national projects and initiatives eg BBC Breathing Places, Kew’s ‘Great Plant Hunt’ and the Woodland Trust’s ‘Nature Detectives’ and ‘More Trees More Good’.



## Environmental Education Project Aim:

**'To develop knowledge, understanding, respect for and involvement in The National Forest and the environment through enjoyable learning opportunities'**

- Our activities are designed to be FUN as well as educational... so we can all enjoy the environment as well as looking after it and learning more.
- We provide a mix and match programme which can be adapted to suit the curriculum needs of individual groups

We try to include one or more relevant games in most sessions in order to reinforce learning. . Our activities also link to University of the First Age (UFA) principles, by appealing to a range of different learning styles.

Each planned session of half a day will last for 1½-2 hours. Sessions are geared towards primary school pupils, key stages 1 and 2, or Foundation Stage, but can be adapted to suit other groups. In extreme weather conditions, the balance of indoor/outdoor activities will be altered and less time spent outdoors. Individual Session details are in a separate document.

**Please note that visiting staff and helpers will be required to take an active role in helping their groups.**

## The National Curriculum

The main curriculum links for each session are identified in our Education programme leaflet and in this pack. Most sessions provide an opportunity to make links between different subject areas and cover parallel topics, e.g. in maths and geography, with common learning outcomes.

All sessions encourage co-operative group work, the development of observational and problem solving skills, and understanding the importance of health and safety.

The national curriculum links for each session cannot all be covered with each group. Please include your particular area of interest on the booking form. Let us know if you are following a particular scheme or topic and would like us to cover a specific part of it.

**Enjoy your visit!**



## Rosliston Forestry Centre

Rosliston Forestry Centre is an exciting project in the heart of The National Forest. It has been developed on 154 acres of former farmland just outside Rosliston village and includes a Visitor Centre and land newly planted with trees.

The site was bought in 1993 by South Derbyshire District Council and the Forestry Commission, with grant aid from the Countryside Commission. The Centre is a partnership between South Derbyshire District Council, the Forestry Commission and the National Forest Company. It is one of many such partnerships which are bringing the National Forest to life. The trees were planted here between 1993 and 1998. Many are now over 10 metres tall!

The Environmental Education Project is based here but also covers the district of South Derbyshire and other sites within The National Forest. Outreach information is available on our website.

Another Project which is based at Rosliston is 'Get Active in The Forest', offering a range of outdoor and adventurous activities including archery, laser games, orienteering and shelter building. Residential packages are also available, ring for more details.

### **The Site:**

The site was planted with trees for commercial forestry by Forest Enterprise between 1993 and 1998. The main trees are oak and ash trees, Japanese larch, Corsican pine and beaupre poplar. Native species such as field maple, hawthorn and holly have been planted in order to encourage wildlife. Specimen trees of many species have been planted to add variety, colour and interest to the trails.



## Main school facilities at Rosliston, see next page for full details:

- ❖ A classroom, hide and activity rooms.
- ❖ Different habitats to explore (wood, ponds, lake, hedges, meadows, wildlife garden)
- ❖ Play areas, picnic area, shop,
- ❖ Undercover lunch areas (free for groups that book full day education sessions).

## The National Forest

The National Forest is a new Forest, covering 200 square miles across Derbyshire, Staffordshire and Leicestershire. There are more than 400 new woodlands across The National Forest and over 8 million new trees.

If you would like to be involved in the growth of The National Forest across the region, there are tree planting schemes run by the Woodland Trust, the National Forest Company, and local groups at many sites in the area.

Information, educational and recreational facilities are provided for Forest tourists, local residents and school groups.

You can find out more about the Forest from the National Forest Company on 01283 551211 or [www.nationalforest.org](http://www.nationalforest.org)



## Centre Facilities for School Visits:

- Forest Classroom\*
- Covered lunch space\* and outdoor picnic tables.  
SCHOOLS MUST CLEAR UP & TAKE AWAY THEIR OWN MESS & RUBBISH from both areas!
- All-abilities paths/disabled access to pond, lake and hide
- Outdoor hide with one-way glass to enable observation of birds and animals in the nature area
- Woods
- Hedges and meadows
- Way-marked walks
- Adventure Play Equipment
- Soft Play/ area (individual and group prices)
- Spare cagoules, child and adult sizes\*
- Toilets
- Shop - Sells 'pocket money' toys. Tick option on Booking Form if you wish pupils to visit the shop. For pre-booked goody bags ring 01283 563483
- Restaurant
- Equipment (e.g. Dictaphone) and loans boxes which schools may borrow.
- Hearing loop (please book in advance)
- Wildlife and sensory garden
- Tree Trail; Poetry Trail

\*available free to groups who book **full day** education sessions.

Groups booking half day sessions or leading their own visits must book lunch or storage space in advance, please ring for prices.

PLANNED for 2012: Camera Obscura & additional outdoor lunchspace

## Essential Information for Planning your Visit

### 1. Booking

Group visits must be booked through the Environmental Education Office by emailing [Rosliston@south-derbys.gov.uk](mailto:Rosliston@south-derbys.gov.uk) or phone (01283) 535039. PLEASE leave an answer phone message if there is no reply - we will phone you back!

Self-led groups must check their preferred date with us before confirming with parents: there will be a requirement to do so through your LEA Health and Safety School Visit policy, and also the site gets very busy!

### 2. Preparation

You would be advised to make a preliminary visit to the site and/or discuss your requirements by telephone or e-mail: [rosliston@south-derbys.gov.uk](mailto:rosliston@south-derbys.gov.uk) Please phone in advance to make an appointment if you would like to see a member of the education team when you pre-visit. We will do our best to fit in with your availability.

### 3. Health and Safety

The teacher or group leader is responsible for the discipline and safety of the children on site, and for all decisions relating to the treatment of a child in the event of accident or illness. Any accidents must be reported on the site accident forms.

A first aid kit is available on the site, and the Education staff are trained in first aid.

WE ADVISE YOU TO COVER ANY CUTS on the hands of staff or children before you arrive/ before the children leave home (eg. with waterproof plasters)

We will treat cuts or grazes received during the visit, but only if requested to do so.

Self-led groups should follow their own health and safety policies, and complete their own risk assessments. This must include making proper provision for bad weather.

### 4. Lunch (also: see lunchbox policy, p11)

For all visits, school staff will be responsible for tidying up any mess from lunch and groups must take their rubbish away with them. (Otherwise an additional cleaning fee will be charged).

Groups that book full day education sessions will be provided with free bag storage and undercover lunch areas.

Please bring drinks as well as food for lunchtime. Please note - we DO NOT have refrigerated storage facilities.

The children must wash their hands before eating.

Groups booking half day sessions or leading their own visits must book lunch or storage space in advance, please ring for prices.

## 5. Helpers

All helpers are welcome free of charge, but please make sure that the ratio of adult:child is at least 1:8.

**That means that each adult must be responsible for no more than 8 children, so if you have an adult booked to work 1:1 with a child, you need an extra helper to work with the rest of the group.**

Please bring a list of all children and helpers on the day for safety reasons.

## 6. Clothing

Please warn parents that their children are likely to come home dirty, and to bring spare footwear, eg wellington boots or an old pair of shoes or trainers. They will need warm clothing and waterproof coats.

General rule: in the cooler weather at least 1 jumper more than they think they need!

Sunhats in summer (bring sun cream if it is school policy to use it).

We advise long trousers, even in summer, to avoid nettle stings in the woods. **NO SANDALS.**

## 7. Groups

Please have the children organised into groups of 8 or less before they arrive at the site. It saves a lot of time. Each child should know which adult is responsible for them. If splitting groups between coaches, try to minimise classes being split if at all possible, as it wastes time when you arrive.

## 8. Access

Rosliston Forestry Centre provides full access for wheelchair users to the buildings, toilets, main path, hide, most ponds and lake. There is a hearing loop in the classroom - please advise us in advance if you need it activating.

## 9. Flora and Fauna

Please stress to the children the importance of respecting the habitats they explore and the plants and animals that live there. Creatures that are discovered should be handled carefully (if at all) and returned to the place where they are found. Some plants and flowers are protected by law, so it is better not to pick without permission.

**To protect the environment at the Centre, we DO NOT allow self led groups to do habitat work (eg. pond dipping, mini beast hunting) and some other activities PLEASE CHECK with the education staff in advance.** You must book an education session if you wish to do any of these activities here. We may be able to help you find a site near to your school if you want to self-lead.

## 10. Bad Weather

If the weather is too wet, too hot, or too cold, the outdoor part of the session will be shortened if you require, and more time will be spent indoors. Spare cagoules in child and adult sizes are available. In strong winds, there are parts of the site we can not use and your sessions will be adapted accordingly.

## 11. Illness

Every effort will be made to cover your visit even if the member of staff due to lead it is ill. Occasionally this may mean a change to the programme.

## 12. Shop

There is a small shop on site for visitors to use, which must be pre-booked. There is an option on the booking form to book the shop for your visit. Ring the shop directly for more information, or to pre-book goody bags on 01283 563483. It is the group leader's responsibility to organise the children in the shop, and make sure that they are ready to start their education sessions on time.

## 13. Toilets

Toilets are provided on site. You are reminded that this is a PUBLIC SITE, and may prefer to accompany your pupils to the toilets. Please encourage your group to keep the toilets clean and tidy, remind them to wash their hands, especially before lunch.

## 14. The Journey

Please make sure that your coach company receives a copy of the location map attached to the back of this pack BEFORE the visit. It is important to note that there are several low/narrow bridges in this area, and that coach drivers are often directed to them if they are following SATNAVS. Make sure the teacher in charge on each coach also has a copy of the map and our phone number. **You may lose up to an hour of your visit if your coach gets lost.**

## 15. Parking

Coaches and minibuses can 'drop-off' visitors or park on site all day if required. Coach parking is free. There is a small fee for car parking.

## 16. Payment

**Please pay on the day of the visit.** A receipt will be issued. Please contact us in advance if this is not possible.

The standard charge for 2011/12 is £75 per half day session (up to 2 hours) per group of up to 30 children. There are lower charges for some sessions, eg shorter Early Years activities, and additional charges for others. See Education Programme for full details or contact us.

Please make cheques payable to **S.D.D.C.** (South Derbyshire District Council) for most sessions, or 'Falconry Experiences' for Bird of Prey sessions.

# School Visit Hazard Sheet:

(for our taught sessions)

To be read before the visit,  
and implemented by all  
adult helpers from the  
school.

In an emergency our  
telephone numbers are: -

Classroom/ education  
department base at  
Rosliston:

**01283 535039**

Centre Manager:  
**01283 563483**

Add your group leaders' mobile  
numbers here:

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The grid reference is:  
Rosliston Forestry Centre  
**SK 244 175**



Environmental Education Project at Rosliston Forestry Centre  
Burton Road, Rosliston, Swadlincote, Derbyshire, DE12 8JX.

## Visit to Rosliston Forestry Centre

First aid kits are kept in the office, classroom and restaurant, and are carried by education staff. Decisions on what treatment should be carried out remain the responsibility of the teacher in charge. Remember to take any inhalers or medication you need with you.

Do not eat anything you find on site such as plants, fruit or mushrooms. Watch out for stinging nettles, found all over the site. Adults make sure that children know what they look like.

Watch out for dog mess, litter and any other debris -report any hazards to education staff.

Remember that there may be vehicles on site -not only around the car parks, but sometimes on/off the paths AND AROUND THE BUILDINGS. Be especially careful at corners or bends in the path and DO NOT RUN. Children should be warned not to run between the buildings and the picnic area at lunchtime, as it is easy to forget that there may be traffic.

Remind the children not to pick up and throw things (logs, stones etc.) They may hurt one another, but also they are damaging the habitats on site and the creatures that live there. It is important that children develop respect for the environment and that all leaders are aware that this is part of the reason for your visit.

Beware of cyclists using the site. Be extra careful not to get hurt at blind corners.

Stay on the paths and don't take any shortcuts- you may fall down ditches or into streams.

Watch where you are walking, in case you trip or fall, and never walk and read at the same time.

There is a lot of open water on site, stay away from the edge of the lake, ponds and streams (unless you are pond dipping!)

For self-led activities, ensure that the adults with each group of children understand how to read maps, and are confident/happy to be sent out on their own with the children.

Remind all children to stay with their groups at all times - during the sessions and at break times. Children should be accompanied to the toilets. Remind the children of 'stranger danger' if that is appropriate for your group, as this is a public site. At break times, or on self-led visits, the school staff are responsible for all supervision. During the education sessions, this responsibility is shared with the education staff.

Remember that everyone must wash their hands as soon as they return to the centre -especially before eating lunch or snacks.

**Have fun!**

## Environmentally friendly LUNCHBOX...

Your visit to the Centre is an opportunity to challenge your pupils to “think global and act local”, and save resources. By this we mean to think carefully before using plastic/other “throw away” materials in lunch boxes.

### Suggestions to pupils:

- Buy large bottle of favourite drink and pour some into a re-used plastic bottle each day.
- Buy large bag of crisps and put some into small sandwich box each day.
- Buy large packs of raisins, sweets etc. and bring a portion in a re-usable container each day.
- Put sandwiches in an old bread bag or tub rather than wrapping in clingfilm or using a new bag.
- Re-use margarine cartons for sandwiches and salads etc.
- Discuss ‘Food Miles’ - how many miles do they think their lunchbox ingredients have travelled? (nb less is usually good, but more is sometimes good too... eg tomatoes grown outdoors in Spain may have taken less energy to grow and transport than tomatoes grown in an English heated greenhouse!)
- Add your own ideas

Nb. Remind pupils to make sure any containers are properly cleaned before re-using them.

## Centre Policy

**To ask visitors to take picnic lunch debris away with them.**

### Why?

- (1) It gives children an idea of how much litter they create and an opportunity to recycle it. Your class can compare lunch box litter between their boxes, to see who has the best ideas for reducing it, and also how much has been created by just one meal between them.
- (2) To avoid crisp packets etc. blowing out of our bins and around the site.

**You can recycle plastic bottles and tetra packs at our Recycling Centre.**

**We can compost fruit and vegetable waste (not citrus)**

Please make sure your pupils minimise mess so that they do not have to spend time cleaning the area before the next session can start!

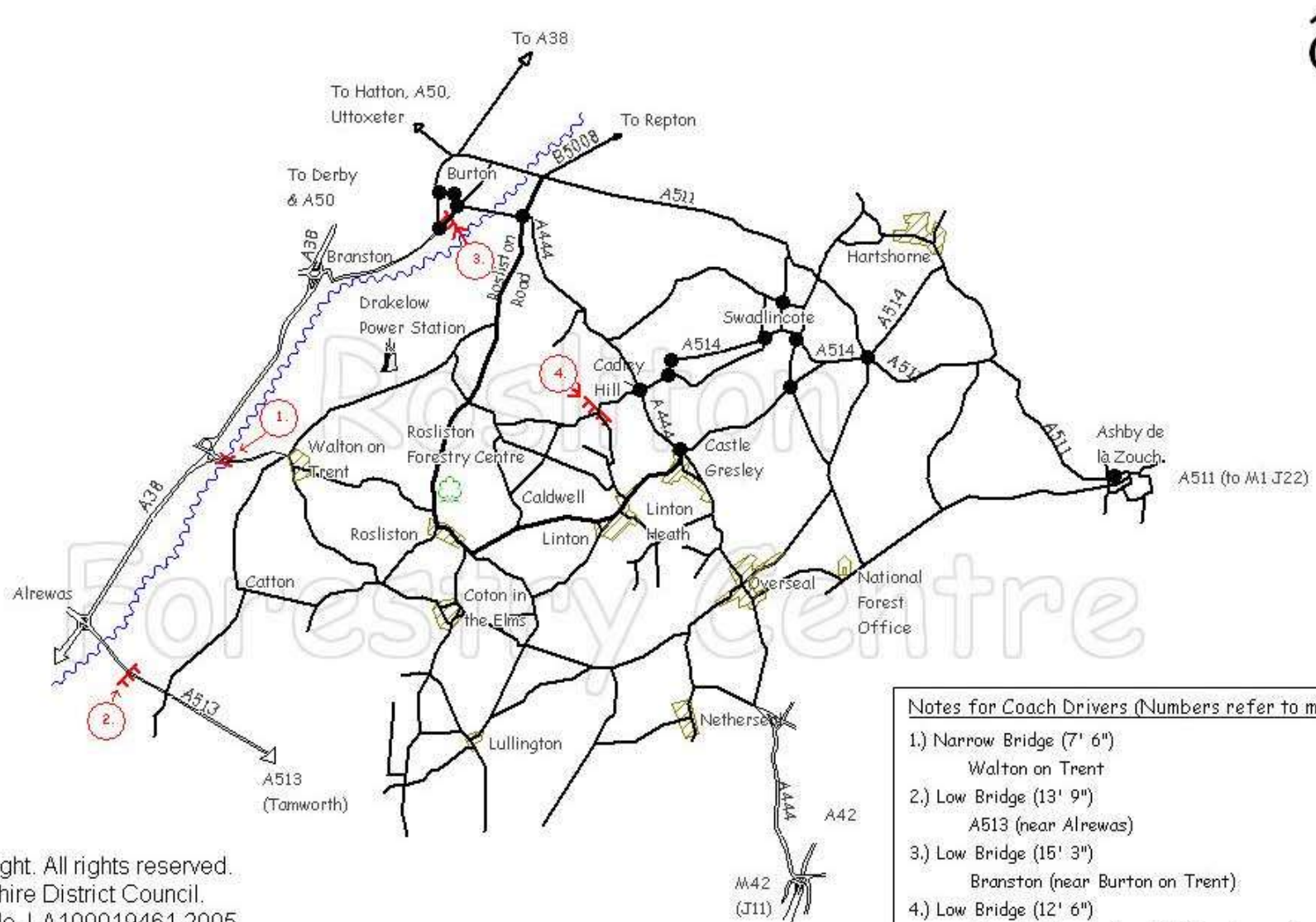
You are responsible for clearing up any mess that your group leaves behind...

## Rosliston Forestry Centre Location Map

Please pass this map on to your coach company and bring with you

### Rosliston Forestry Centre

Burton Road, Rosliston, Swadlincote, Derbyshire, DE12 8JX  
(01283) 535039 (Education)  
(01283) 563483 (General Enquiries)



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# Environmental Education Project

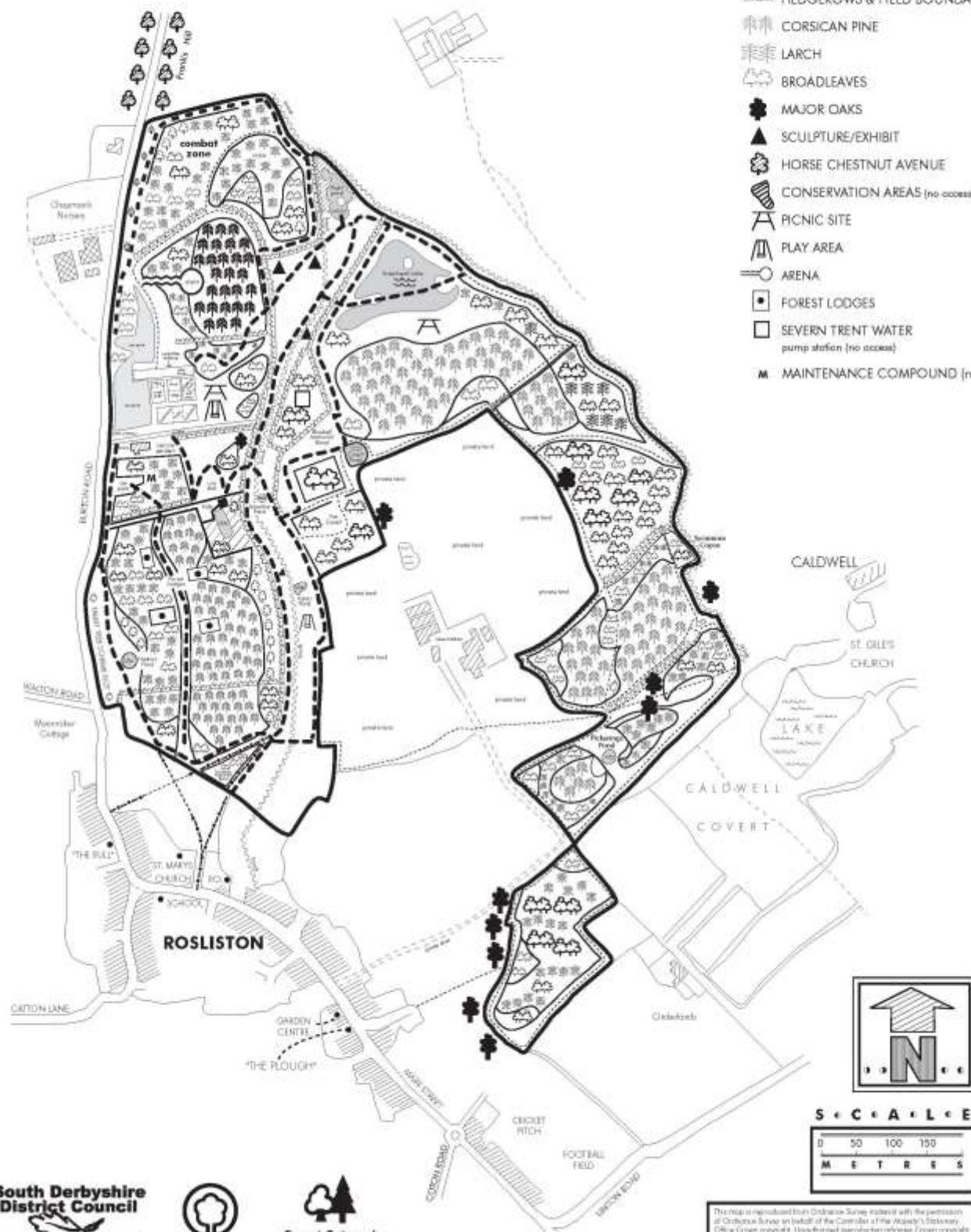
Rosliston Forestry Centre, Burton Road, Rosliston, Derbyshire, DE12 8JX.

[www.roslistonforestrycentre.co.uk](http://www.roslistonforestrycentre.co.uk)

# SITE PLAN

## KEY

- SITE BOUNDARY
- PONDS
- SURFACED TRAILS
- GRASSY TRAILS
- HEDGEROWS & FIELD BOUNDARIES
- CORSICAN PINE
- LARCH
- BROADLEAVES
- MAJOR OAKS
- SCULPTURE/EXHIBIT
- HORSE CHESTNUT AVENUE
- CONSERVATION AREAS (no access)
- PICNIC SITE
- PLAY AREA
- ARENA
- FOREST LODGES
- SEVERN TRENT WATER pump station (no access)
- MAINTENANCE COMPOUND (no access)



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# Environmental Education Project

Rosliston Forestry Centre, **Burton Road, Rosliston, Swadlincote,**  
Derbyshire, DE12 8JX. Phone: 01283 535039.  
Email: [rosliston@south-derbys.gov.uk](mailto:rosliston@south-derbys.gov.uk)



## Booking Form: Taught Education Sessions

School/Organisation			
Address/Email			
Date of Visit	Phone No		
Booking Contact/ Teacher in Charge			
Year Group/Key Stage	Time of Arrival		
No of Classes/Pupils	Time of Departure		
Preferred topics to be Studied (Include DFES scheme of work if appropriate):			

Title of sessions A.M.	
Title of sessions P.M.	

Other Information – Educational Special Needs and/or Facilities Required:

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Access to shop (booking essential) Yes/No (for extra info on goody bags phone shop on 01283 563483).

PLEASE TICK TO CONFIRM ACCEPTANCE OF EACH POINT. I undertake:

- That one teacher or helper per 8 children will be present on site at all times
  - To bring a list of all children and adults
  - To ensure that parents are asked to send the children in suitable outdoor clothing /footwear and to cover all cuts/ grazes on hands with waterproof material before arriving at the Centre
  - To read & circulate the Hazard Sheet to all group leaders
  - To ensure that the children are well behaved, so that they make the best use of the learning opportunities, and so that they do not put their health and safety in danger
  - To ensure that the group has adequate and current third party liability insurance
  - To read the 'Essential Information' section in the Information Pack before signing this form, and apply the instructions.
  - To check photography permissions so that staff know which children can be photographed if the press are on site
- Failure to comply with the above undertaking may lead to the immediate termination of the visit.

SIGNATURE:  
Teacher in Charge

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NAME:

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Remember to bring your map & cheque - payable to 'S.D.D.C.' for all sessions (except Bird of Prey payable to 'Falconry Experiences' and soft play & shop which is payable to 'Aurora Country Developments Ltd').  
Please return the completed form to the above address.

For more information phone 01283 535039 or email: [rosliston@south-derbys.gov.uk](mailto:rosliston@south-derbys.gov.uk)