

*Please note:
Our priority is for
your group to
enjoy a safe visit
full of learning
and fun.
Please share your
needs and
aspirations with
us.*



Rosliston Forestry Centre

Educational Visits Essential Information Pack

- ❖ Introduction
- ❖ Centre facilities
- ❖ Essential information for planning your visit
- ❖ Health and safety
- ❖ Environmentally friendly lunchbox!
- ❖ Location map
- ❖ Site plan
- ❖ Booking form: Taught Education Sessions
- ❖ Self-led visits booking form
- ❖ Visit evaluation form

See the School Visit Programme leaflets for a summary of what we offer.
Full details of our sessions are in the 'Education Sessions Details Pack'

Main contact info:

www.roslistonforestrycentre.co.uk

rosliston@southderbyshire.gov.uk 01283 535039 (answerphone)

Book online: [EEP School Visit](#)

Environmental Education Project

Unit 1a, Rosliston Forestry Centre

Burton Rd, Rosliston, Swadlincote Derbyshire DE12 8JX

Find us on Facebook: [EnvironmentalEducationProject at RoslistonForestryCentre](#)

Find activities on our YouTube Channel: <https://bit.ly/36loonD>



Quality Badge awarded by



Council for
Learning Outside the Classroom





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 1994. 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 also provide an environmental education service at your local National Forest site or school grounds, as well as at Rosliston.

What do we do?

- Education Visits for schools and other groups – learning about the environment through sessions like 'Nature Detectives' and 'Pond Dipping'. Activities take place at Rosliston, or as outreach sessions eg. in school grounds and local woods. We comply with H&S regulations and guidelines, and implement a Child Protection Policy. Ask us for session details or see [School & Education General Info](#).
- Environmental Education training sessions for teachers and group leaders
- Wildlife and countryside events, talks and surveys; eg. Bat Walks, Bird Courses, Wildlife ID
- Inset Days
- 'Wildlife Watch' Activities for families
- Development of bespoke educational sessions and resources
- Trail leaflets you can use around Swadlincote and Rosliston
- Loans boxes focusing on particular subjects and local places
- Wildlife themed parties
- We support local wildlife/ conservation groups, and individuals who want to improve the environment, by providing information, advice, eg. through South Derbyshire Environmental Forum network group and organising activities like a Free Tree Scheme
- We link to national projects and initiatives eg. BBC Breathing Places now part of [BBC Things To Do](#), Kew's 'Great Plant Hunt' and the Woodland Trust's 'Nature Detectives' and 'Woodland Discovery'.



Our Aim:

'To develop knowledge, respect for and involvement with the environment through enjoyable and engaging learning opportunities across South Derbyshire and The National Forest'

- 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 and will adapt the focus of our sessions, to suit the needs of individual groups

Each planned session of half a day will last for 1½-2 hours. Our sessions are designed for different age groups - we cover Foundation Stage, Primary KS 1 & 2 and Secondary KS3, 4 & 5 or (see education programme leaflets for more info). Most can be adapted to suit the age and learning development stage of your pupils. We try to include one or more relevant games in most sessions and a short plenary 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.

We can incorporate any of the curriculum subjects into your learning.

We also offer a number of sessions for college students, as well as group leader and teacher training sessions with partners, such as the University of Derby. Sessions can also be adapted to suit other groups.

In extreme weather conditions, the balance of indoor/outdoor activities may be altered and less time spent outdoors. Individual session details are in a separate document.

Please note that group leaders, 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 education session are identified in our Education Sessions Details Pack and summarised in our leaflets or [online](#) and most contain an opportunity to make cross subject links e.g maths & geography, art & science.
- All sessions encourage co-operative group work, the development of observational and problem solving skills and understanding the importance of health and safety. The sessions can incorporate a multitude of national curriculum links, but it is impossible to cover them all in one session so **if you have a particular area of interest or there is a specific part of a scheme or topic you would like us cover, please ensure you include this on your booking form**

Enjoy your visit!



Rosliston Forestry Centre

Rosliston Forestry Centre is a 30 year old Forest site 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, woodland, ponds, hedges and meadows.

The site was bought in 1993 by South Derbyshire District Council (10 acres) and the Forestry Commission (144 acres), with grant aid from the Countryside Commission. The Centre is a partnership between South Derbyshire District Council and Forestry England. It is one of many such partnerships which are bringing the National Forest to life.

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.

We also have 6 small lodges which can be used for residential visits.

The Site

The site was planted with trees for commercial forestry by Forestry England 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. Fox Covert provides an older patch of woodland and the original hedgerows are left untrimmed to provide cover and food for wildlife.

In 2015 and 2020 the original planting on site was 'thinned' to enable the remaining trees to grow well and to take out an initial tree 'crop' - mainly sold for fencing, roofing, paper pulp.

There is a thinning cycle approximately every 5 years.

Replanting takes place in areas that have been thinned so there is a continuous forest cycle.

New species were planted in 2015 and 2020 including western red cedar and coast redwood. This is to see how those trees fare on Grade 2/3 agricultural land and to reduce our dependence on the 4 original main timber crops in the light of tree disease like red band needle blight (conifers) and ash die-back.

The National Forest

The National Forest covers 200 square miles across Derbyshire, Staffordshire and Leicestershire. There are more than 400 new and developing woodlands across The National Forest with over 9 million new trees. You can find out more about the Forest from the National Forest Company on 01283 551211 or www.nationalforest.org



Centre Facilities

- Forest Classroom
- Covered lunch space/rooms* **
- Outdoor picnic tables **
- All-abilities paths/disabled access to pond, lake and hide
- Outdoor bird/wildlife hide with one-way glass and viewing screens
- Woods
- Hedges
- Meadows
- Way-marked walks
- Adventure Play Equipment
- Soft Play (individual and group prices - call Reception to book 01283 536483)
- Spare cagoules, child and adult sizes (subject to availability)
- Cycle Hire (call the main reception to book)
- Toilets (2 separate blocks)
- Shop - Sells 'pocket money' toys, wildlife identifications keys, books etc. Tick option on Booking Form if you wish pupils to visit the shop or let us know if you require pre-booked goody bags
- Cafe
- Equipment (eg. Dictaphone) and loans boxes which schools may borrow
- Hearing loop (please book in advance)
- Wifi - guest passwords for group work must be booked at least 2 weeks in advance
- Wildlife garden
- Sensory garden
- Herb garden
- Themed Activity Trails: Tree Trail, Poetry Trail, Science Trail; GPS Trails

* Self led activities before or after your taught session - if you want to extend your visit you can book these rooms for your own use. Please note: advance booking is essential. *NB You will need to book the space if you need to store your bags while out exploring on your own.* Some conditions apply. Contact us for current prices.

** Groups must leave all areas clean and tidy and take away their own rubbish

Essential Information for Planning your Visit

1. Booking & Visit Preparation

Group visits can be booked online www.southderbyshire.gov.uk/rosliston-school-bookings and this will show you date availability online.

Please include as much information as possible on your online booking including support needed for SEN pupils or any other special requirements. These can then be followed up by email or phone through the Environmental Education Project Office.

If you prefer, you can book via phone or email instead Rosliston@southderbyshire.gov.uk or phone (01283) 535039. PLEASE leave an answer phone message if there is no reply - we will phone you back!

2. Pre-Visits

Please contact us in advance to make an appointment if you would like a pre-visit to see a member of the education team. We will do our best to fit in with your availability.

2. Health and Safety

We have risk assessments and plans in place for working safely.

The lead teacher or manager from your group 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)

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 that book full day education sessions** will be provided with free bag storage and undercover lunch areas. **Groups booking half day sessions or leading their own visits** must book lunch or storage space in advance - please ring for prices.

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).**

5. Helpers

All helpers are welcome free of charge, but please make sure that you have a minimum ratio of 1 adult: 8 children (or 1:6 for tree planting) up to KS3, 1:15 KS3, 4 & 5 (Minimum of 2 staff). Children and adults should be in groups when you arrive.

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. Groups

The maximum group size for most education sessions is either 30 or 35 (and may be fewer for some activities). 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 (unless already organised) if at all possible, as it wastes time when you arrive.

7. 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.

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. Mobility scooters and wheelchairs are available (must be booked in advance).

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 undertake 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/site if you want to self-lead activities that can't be done here.

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, we suggest you check the toilets before and after the group goes in. 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 included in 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.

16. Payment

A standard half day session is for up to 2 hours per group of up to 30 children (1.5 hours for Early Years).

See our School Visits Programme leaflet, [website](#) or contact us for current charges.

You can pay by cheque on the day, for the full amount, payable to 'South Derbyshire District Council' (or SDDC) or you will receive an official invoice from South Derbyshire District Council around 3-4 weeks after the visit, which will have 30 day payment terms (after which you will start to receive formal reminders).

Please indicate on the booking form how you would like to pay and ensure you tell us how to invoice you when you send in the booking form - including your invoice address and any **Purchase Order number** or other references needed.

Cancellations

If you cancel a booking with us, we reserve the right to charge you a cancellation fee. The cancellation fee will be *up to 50%* of the total booking charges - or up to 100% if you cancel with 10 working days, or fewer, before your visit.

If you have to cancel, and it's more than a calendar month before the visit, and you re-book at the same time you cancel, we are unlikely to charge any cancellation fees the first time it happens.

17. Self-led Visits

Self-led groups must check their preferred date with us and complete a Self-led booking form before confirming their visit with parents/coach companies etc. Discussing/ confirming the details with us helps us manage the site and is also likely to be A REQUIREMENT for your insurance.

To help manage the habitats like woods, meadows and ponds **we do not allow any self-led work or activity which might disturb the undergrowth or habitat areas** eg. we do not allow you to collect things, make fires or shelters or to do self-led pond dipping or minibeast hunting. **If you wish to do these activities you can book a member of our staff to lead them.**

We manage and maintain the habitats carefully. This is expensive and our charge for leading sessions takes this into account.

Rooms must be pre-booked - they are not available 'on the day'. **We recommend that your visit is for a maximum of 2 hours if you do not book a room.**

If you plan to visit in the evening after 5.00pm please note site buildings including toilets will be shut and you will need to confirm access to the carpark with the Centre Managers to ensure cars don't block the site entrance or exit (lodge guests and emergency services require 24 hr access).

Education Visit Hazard Sheet:

(For our taught sessions)

Ensure all your leaders & adult helpers:

- **read it before the visit**
- **bring it with them**
- **follow these & all other instructions**

Emergency Contacts:

Classroom/ education
department base at
Rosliston:

01283 535039

Centre Manager:

01283 563483

Add your group leaders' mobile
numbers here:

The grid reference is:
Rosliston Forestry Centre
SK 244 175

what3words

Car park entrance:

escape.museum.spots Visitor
Centre: gains.record.future

Health and Safety

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 group leader/teacher in charge. Remember to take with you any inhalers or medication you need.

Do not eat anything you find on site such as plants, fruit or mushrooms. Watch out for stinging nettles, which are found all over the site. Adults should make sure that children know what they look like. Watch out for dog mess, litter and any other debris - please 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. Beware of cyclists using the site. Be extra careful not to get hurt at blind corners.

Remind the children/participants in your group 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.

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

Watch where you are walking to avoid trips or falls, and never walk and read at the same time. Make sure you put your ruck sacks down in a safe place with the straps tucked away.

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

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

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' and how to deal with dogs, if that is appropriate for your group, as this is a public site. **At break times, or on self-led visits, 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/group 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.

The Centre Policy is... 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.

Please make sure your group minimises 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 and taking it away with you

Rosliston Forestry Centre Location Map



Note to Environmental Education groups

If you are travelling by coach please ensure that the driver has a copy and that they are made aware of the height and width restrictions as shown by the warning signs. Phone 01283 535039.



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Burton Road, Rosliston, Swadlincote, Derbyshire, DE12 8JX.
Phone: 01283 535039 (Environmental Education) & 563483 (other groups). Website www.roslistonforestrycentre.co.uk



Environmental Education Project

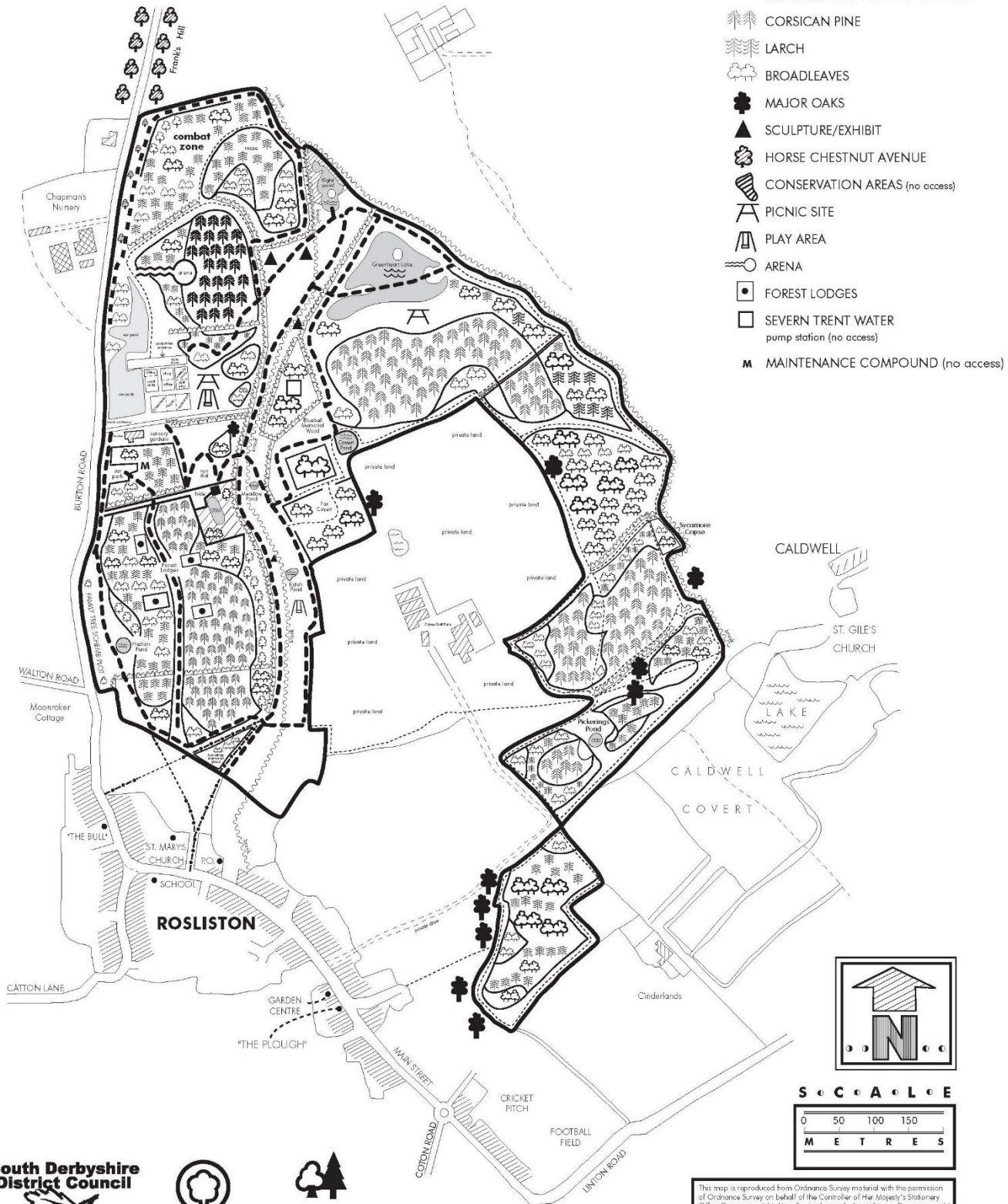
Rosliston Forestry Centre, Burton Road, Rosliston, Derbyshire, DE12 8JX.

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)



Environmental Education Project,
Unit 1a Rosliston Forestry Centre,
Burton Rd, Rosliston Swadlincote Derbyshire DE12 9JX



Environmental
Education
Project

at Rosliston Forestry Centre

For more information email us rosliston@southderbyshire.gov.uk or phone 01283 535039

Booking Form: Taught Education Sessions 2025-26

School/Organisation

School Address

**Your Email/ visit leader
email**

Date of Visit

Phone No

**Booking Contact/
Teacher in Charge**

Year Group & Key Stage

Yr

KS

Time of Arrival

No of Classes/Pupils

Time of Departure

Preferred topics to be Studied (Include DFES scheme of work and any required learning outcomes if appropriate):

**Title of sessions
A.M.**

**Title of sessions
P.M.**

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

Access to shop (booking essential) Yes/No (goody bags available –shop tel: 01283 563483) *Max 8 students at a time permitted in shop; an adult must be present.*

Method of payment (please tick) 1. Cheque (on the day) ☐

OR 2. Formal Invoice from South Derbyshire District Council ☐

Please contact us immediately if you have specific invoicing requirements.

It's important that you let us know how you intend to pay as part of the booking process and send through a Purchase Order if your organisations requires a PO number to be quoted on the invoice.

Complete if you require an invoice, or if payment contact info is different to school contact info.

Accountable Body
for Invoicing

Invoice Address
inc email contact

Invoice reference or Purchase Order No:
(IF applicable, add number or put 'to follow' and send later)_

All bookings:

Cancellations

If you cancel a booking with us, we reserve the right to charge you a cancellation fee. The cancellation fee will be up to 50% of the total booking charges if you cancel with 10 or more working days notice; It will be up to 100% if you cancel less than 10 working days before your visit.

PLEASE TICK TO CONFIRM ACCEPTANCE OF EACH POINT.

I undertake:

- ☐ That one teacher or helper per 8 children under 11 will be present on site at all times
- ☐ That two teachers or helpers per 30 students aged 11 – 19 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 before each visit
- ☐ To ensure that the Location Map, showing low and narrow bridges, is sent to the Coach Company AND that a printed copy is shown to the bus drivers before you leave School. There are multiple bridge issues locally; it is essential you don't get stuck on the wrong side of one.
- ☐ 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 Educational Visits Essential Information Pack before signing this form and before each visit, and apply the instructions
- ☐ To look at the evaluation form at the back of the Educational Visits Essential Information Pack so you are aware of how you can feedback after the session (as well as directly to the session leader on the day).
- ☐ To bring a cheque on the day OR provide us with correct invoicing information before the visit so that we are able to be paid for your visit. Many schools joining academy trusts have changed their invoicing requirements; please check.
- ☐ To check photography permissions so that staff know which children can be photographed NB images may be used in our marketing and social media material.

Failure to comply with the above undertaking may lead to the immediate termination of the visit

By completing this booking form, you commit to making payment of the charges for your visit. We reserve the right to charge you a cancellation fee should you cancel your booking prior to the event. Details of our cancellations policy can be found here www.roslistonforestrycentre.co.uk in our Educational Visits Essential Information Pack

SIGNATURE:
Teacher in Charge

NAME:

Please return the completed form to rosliston@southderbyshire.gov.uk

Self-led Visits Booking Form 2025-26 *nb if you are booking a taught session and then doing some self led work on the same day, you may not need to fill this form in too. Check with us...*

Please note: Permission to bring a group onto this site is dependent on the completion of this form and follow up discussion (if applicable). For further information on booking activities ring 01283 535039 or if you just want to book facilities ring 01283 563483 **Please return this form to:**

**Environmental Education Project, Unit 1A, Rosliston Forestry Centre,
Burton Road, Rosliston, South Derbyshire, DE128JX** rosliston@southderbyshire.gov.uk

Your name:		Name of group/learning institution:	
Proposed date of visit (please confirm with us before you book a coach):		Number & age of students in group: Number of adults in group:	
Address:			
Email:		Daytime phone number:	
Time of arrival:		Proposed time for lunch:	
Proposed location for lunch (please circle):	Picnic area In the Café	On the coach Out on site	Other (please state)
Time of departure:		Emergency mobile number of person on site during your visit:	
What facilities and/or activities have you booked e.g. soft play, lunchroom, cycle hire:			
Which parts of the site you plan to use, and what do you intend to do:		Location	Activities
Please tick to confirm that you have read and will apply the ' Self Led Groups: booking info and checklist '. If you have not received it with this form please ask for a copy or download from our website School & Education General Info - Rosliston Forestry Centre NB - If you have any queries or there are any activities you are unsure about, please check with us prior to your visit			

Please tick to confirm that you will <u>not</u> be:	
• Doing any habitat work e.g. mini-beast hunting, pond-dipping	
• Taking anything from the site e.g. sticks, plant materials	
• Moving anything e.g. logs, shelter building	
• Having a fire	
Please tick to confirm that you will apply your own organisation's health and safety, and child protection policies.	
Please tick to confirm that you have a back up plan for bad weather (e.g. lunch on coach) or contact us to book a room	
Please tick to confirm that your organisation has Public Liability insurance	
Please tick to confirm you have done your own risk assessment and plan for the visit, which includes:	
• Weather contingency (hot, cold, windy, wet)	
• Need for undercover space for lunch or other breaks and how this will be managed	
• Behaviour Management	
• First aid/medication	
• Emergency procedures	
• Adult: child ratios	
• Toilets / supervising access to toilets	
• Stranger Danger	
• Any activity-specific information	
• Getting lost	
• Your own organisation's guidance and procedures	
Please confirm that you will have a first aid kit/ first aider with your group:	
Signature Person in Charge: Name: Date	Signed:



Visit Evaluation Form 2025-26

*Name *School

*Date of Visit Weather on the day of your visit?

.....

* Please leave blank if you wish to remain anonymous

Planning Your Visit

How did you hear about the Centre? our leaflet / word of mouth / other

If 'other' please say how:

How would you usually research/ plan a new school trip?

Did the fact we are a recognised 'Learning Outside the Classroom' supplier influence your decision to book with us? Yes/No

Did you read the relevant Session Details in the Session Information Pack? Yes / No

Did you read the School Visit Essential Info Pack? Yes / No

(They are on our website: www.roslistonforestrycentre.co.uk, and also available by email or post)

If not, was there a particular reason?

.....

What was the most useful part of the packs?

.....

What else would you like to know?

.....

Did you make a preliminary visit to Rosliston? Yes / No

If yes, did you arrange to meet the Education Officer? Yes / No

Comments:

Please Rate Your Visit:

On a scale of 1-5, where 1 is poor and 5 is excellent:

How do you rate the facilities at Rosliston overall? 1 2 3 4 5

Are there any additional facilities you would like to see?

.....

Overall, please rate your satisfaction with the visit. 1 2 3 4 5

Did you find your visit value for money? 1 2 3 4 5

Rosliston Forestry Centre aims to provide a fun learning experience for the children.

In your experience, how would you rate this? 1 2 3 4 5

Any Comments/ suggestions for improvement.....

..... PTO

Name of session (morning) Session leader..... Were you satisfied with the session? Yes / No Did the session tie into work undertaken at school? Yes / No Was this work done before or after the visit? Before / After / Both Please give details:	Name of session (afternoon) Session leader..... Were you satisfied with the session? Yes / No Did the session tie into work undertaken at school? Yes / No Was this work done before or after the visit? Before / After / Both Please give details:
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Please comment on any aspects of the session:

Best bits?

Suggested improvements?

Please add any further comments, or suggestions for new educational sessions:

.....

Please let us know of any comments/feedback from pupils/participants in your group (please use a separate sheet if necessary!)

.....

Are you happy for us to use your comments/ feedback in our promotional materials? Yes / No

Our Partners are always interested in case studies and anecdotal information about how children benefit from outdoor learning. If you would like to contribute any information please send it to us! rosliston@southderbyshire.gov.uk (max file size 2mb)

Are you interested in INSET days run at Rosliston or in your school grounds? Yes / No

Is there any particular subject area you would be interested in for INSET?

If you would like to discuss options, please ring or email with your queries or requirements.

Thank you for taking the time to fill in this evaluation sheet.

Please return it to: Environmental Education Project: Unit 1a, Rosliston Forestry Centre, Burton Rd, Rosliston, Swadlincote Derbyshire DE12 8JX