



# Day Visit Information

We are looking forward to welcoming you and your children to Ufton! This document provides general information which we hope you'll find useful.

## Important information

- A teacher or responsible adult must still accompany each group, even if Ufton staff are leading the activity, maintaining a minimum ratio of 1:8.
- We are a nut free site. Please do not bring any nuts or nut products with you.
- If you have arranged for a parent drop-off, a member of your team must arrive by 9.30am, ready to take the group register and greet parents.
- Following your arrival briefing, we will start your programme so please ensure that everyone is dressed appropriately for the weather when you arrive.
- There are no shops on site, so children do not need to bring any money with them.

## Before your visit

- Share with us your final number of children attending no less than two weeks before your visit. Please send your numbers to [enquiries@ufton.org.uk](mailto:enquiries@ufton.org.uk) so we can provide you with an accurate final invoice.
- If you have booked an extended day visit, ensure your catering form has been completed in advance.
- Ensure all responsible adults have assigned responsibilities for specific areas/groups. Do contact us if you have any members who are disabled, as defined under The Disability Discrimination Act, for an evacuation with a specific risk assessment.
- If required, book your pre-visit to Ufton via email [enquiries@ufton.org.uk](mailto:enquiries@ufton.org.uk) or phone 0118 9832 099.
- We are an outdoor learning centre and children will be outdoors for most of their visit. Ensure your group are prepared for the weather and outdoor conditions e.g. sun hat, wellies, waterproof jacket, gloves, outdoor footwear, long trousers.
- Share directions to Ufton with your coach company to avoid unnecessary delays.

## What to bring

- Children and adults should bring their own snacks, lunch and refillable water bottle.
- For extended day visits, catering and refreshments will be provided for all adults and children based on the information provided in your Information Exchange Form. Refillable water bottles are recommended.
- If you are making any craft items to take home, please bring a suitable container in which to transport them.

## On arrival

- Please use the gate intercom to notify us of your arrival. If the gate is open when you arrive, please call the main number, 0118 9832 099 so we can ensure a member of our team is there to greet you from the coach car park.
- Your Ufton education leader will greet you from the coach.
- If you have arranged for a parent drop-off, a member of your team must arrive by 9.30am, ready to take the group register and greet parents. A member of the Ufton team will be on hand to support you. If for any reason parents arrive before the allocated time, please request that they remain in their vehicles until your staff are available.
- Your Ufton education leader will briefly share with you the relevant safeguarding information, fire evacuation details, our accident reporting procedures, and any other important information.