



STOAMAGINATION

## Preparing for your visit to Audley End Miniature Railway

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Welcome to Audley End Miniature Railway. This pack includes all the practical information you will need to plan a fantastic day with us.







## 2. Practical information for schools

Thank you for booking a visit to Audley End Miniature Railway. We really hope you enjoy your visit. To ensure your visit goes smoothly, please read the following information prior to your visit.

**On arrival:** The class teacher will be greeted at Reception. Please make sure we know how many children and accompanying adults you have with you on the day. A member of the Audley End Miniature Railway Team will show you to your base for your visit. Children may leave bags and coats here if they wish. We have facilities for 1 wheel chair user on board our trains. Please highlight any need for this on booking and confirm this requirement on arrival. Ensure all lead adults conduct regular head counts throughout the day.



**Toilets:** are located in the main station block near to the reception. There is a disabled toilet available. Please ensure all children are accompanied at all times, whilst using the toilets.



**Water Bottles:** On hot days, please encourage children to bring a labeled bottle of water, which they will have access to throughout the day.

## 3. Supervision, behaviour and health and safety.

**Risk Assessment:** To aid in the planning and preparation of your day, we will provide you with our risk assessment information. We hope that this complements any further risk assessment procedures you may require for your visit and we welcome any teachers wishing to undertake a pre-visit.

### Health and Safety Requirements:

**Supervision of Pupils:** We require that schools observe a minimum supervision ratio of 1 to 5/6 at KS1, 1 to 10 at KS2 and 1 to 12 at KS3 and above. This is also the maximum group walkabout number. Classes are to be divided into small groups (as above) with a competent/trained/qualified adult responsible for the supervision and behaviour of each group at all times. The behaviour and supervision of the pupils at AEMR is the responsibility of the teacher and accompanying adults.



**Photography and filming:** Please make sure any photographs taken during your visit only include the children in your class.





*During your visit please ensure all children:*

- ❖ Keep well away from the edge of the Station Platform.
- ❖ Wear appropriate footwear.
- ❖ Stay with their designated group and Group Leader at all times.
- ❖ Are kept away from banks of the river.
- ❖ Know to tell a member of staff if they become lost or separated.

 **Equipment:** Some activities may require the use of equipment such as scissors and glue. As you would at school, please ensure children use these items safely, replacing lids and ensuring any rubbish is cleared away at the end of the activity.

Audley End Miniature Railway's Standard Conditions for School Groups must be upheld at all times. In circumstances where these conditions are not being effectively enforced, the school will be asked to leave the premises. Adults are to remain with their designated group at ALL times.

 **First Aid:** Please make it known to a member of staff, if first aid is required. There is always a first aid trained member of staff available on site.

## 4. Lunchtime arrangements

Thirty minute lunchroom slots for each group (of up to 33 pupils) are allocated at the time of booking. Your slot/s will be confirmed on your Booking Confirmation email. Please ensure that all accompanying adults are aware of these timings on the day and keep to your allotted times to avoid difficulties for other groups using the facility before or after your group.



On good weather days you are invited to picnic in our designated picnic and play area. The children are welcome to play on the play equipment but we would ask that they are supervised at all times.

Please note that the lunchroom accommodates up to two classes



simultaneously, so it is very likely that you will be sharing the lunchroom with a group from another school. If you enter the lunchroom and it is empty, please arrange your class over one half of the tables so that space remains for the second group.

The behaviour of pupils in the lunchroom is the responsibility of the teacher. Please clear up any litter before leaving the area. If any cleaning materials or extra bin bags are needed, please ask for the Duty Manager at the Ticket Desk and s/he will organise this for you.

## 5. Further Arrangements

**Departure Arrangements:** When it is time to leave, please ensure you have all coats and bags. The coach pick up point is directly outside the entrance to AEMR.

Please make sure that any pencils and clipboards have been returned to the Ticket Desk before you leave.

We hope that you have a great day at Audley End Miniature Railway and would love to hear from you after your visit. Evaluation Forms are available on the day from the Ticket Desk. Please return them to the Ticket Desk when you have completed them.

