



Deen City Farm and Riding School

Visit Information Pack



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This information pack gives you everything you need to plan a visit to Deen City Farm and enjoy a safe, fun and education visit!

Please read its contents and share with all the supporting adults.

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Introduction:

Deen City Farm is one of the oldest city farms in London, located in the heart of the London Borough of Merton. The farm was established in 1978 on a plot of land where the Phipps Bridge Estate now stands, Deen City Farm has educated the local community for nearly 50 years.

We are a charity with an educational focus, teaching the local community about the rural environment and where their food comes from. We welcome local volunteers, work experience students, community organisations, and more to spend time at the farm, fostering wellbeing, connection and learning.

The benefits of learning outside the classroom are widely recognised. We aim to provide enriching and fun learning experiences for children and young adults, that connect them to nature and teach where our food and other products come from.

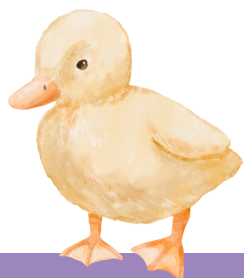


BOOKING YOUR VISIT

We invite school groups from across south London and Surrey to come and visit us. We offer various tour options as well as several workshops. We can accommodate **a maximum of 30 children** at one time on the farm. If your class is larger, please still get in touch and we can discuss alternative arrangements.

Activities are available **during term time, from 10:30 – 12:30 and 13:30-15:30 on Tuesdays, Wednesdays and Fridays.**

The terms and conditions for booking can be found on page 5.



What we Offer

We offer various tours as well as several workshops. We can accommodate a maximum of 30 children at one time on the farm. If your class is larger, alternative arrangements can be discussed such as splitting the group.

You can book one or a combination of activities.

We would recommend the following combinations:

1. Booking a tour, 2. Booking an activity 3. Booking a tour followed by an activity.

You can also book our classroom for lunch.

Please see the next page for all tour and activity details.



TOURS

- SELF-GUIDED TOUR- Free!
- SELF-GUIDED TOUR WITH RESOURCES - £30 - Includes animal feed and a resource pack containing a map, animal fact cards, worksheet, clipboard and pencil.
- GUIDED TOUR - £80 - One hour tour of the farm, learning about and meeting our animals. Animal feed included.

ROOM HIRE

- LUNCHROOM HIRE - £35 per hour.

WORKSHOPS & ACTIVITIES

- PONY RIDES- £60. Only available at 12pm on weekdays. Max. 20 children aged 2 to 7 years. Children must be able to follow simple instructions and have enough coordination to get on a horse with minimal help
- EXTRA ANIMAL ENCOUNTERS - £50 - 30 minutes of meeting and petting the animals!

- ANIMAL LIFE PAINTING - £100 - One hour art session in our classroom.
- INSECT SCIENCE AND THE GARDEN - £100 - One hour session learning about minibeasts, plants and habitats.
- BUILD YOUR OWN ENRICHMENT - £100 - One hour session in our classroom making enrichment (animal toys), learning what enrichment is and why it's important.
- FIELD TO FORK - £100 - Learn about where our food comes from; how is it grown and processed to be edible?

Please email education@deencityfarm.co.uk for more details regarding the tours and workshops.



HOW TO MAKE A BOOKING

To make a booking, please complete our **Group Booking Form** and return it to education@deencityfarm.co.uk.

Once the booking form has been received, our team will be in touch to discuss the booking details. Once the details have been agreed between Deen City Farm and your school, you will be sent a booking confirmation email and we will raise the invoice.

Your booking is only provisional at this stage; **your booking is fully confirmed once we receive payment.**

If we have not received payment **three weeks** ahead of your visit, we will be in touch, and your booking is at risk of cancellation.

Cancellations



If you wish to cancel your visit, you must do so at least three weeks prior to be eligible for a refund.

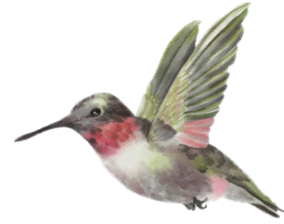
We will plan to go ahead with your booking unless there are extreme weather conditions that would jeopardise health and safety in which case we would cancel and provide a refund. Activities can be adapted to suit the weather and **appropriate clothing should be worn on the day**. i.e. hats, gloves, raincoats, suitable shoes, sun protection etc.

You can find out more about preparing for your visit on page 7.

If you do not arrive on time for your activity/tour, we may not be able to provide the full time slot.



TERMS AND CONDITIONS



By booking a farm tour and any other activities you agree to accept the following terms and conditions:

- Booking is essential for all tours and activities. To book, you must complete a booking form and return a signed Terms and Conditions Document.
- Bookings are not confirmed until you have received confirmation from Deen City Farm.
- If you wish to cancel your visit this must be at least three weeks prior to the visit to be eligible for a refund.
- We will plan to go ahead with your tour unless there are extreme weather conditions that would jeopardise health and safety in which case we would cancel and provide a refund. Tours can be adapted to suit the weather and appropriate clothing should be worn on the day. i.e. hats, gloves, raincoats, suitable shoes, sun protection etc.
- Sometimes there may be alterations made to your visit if it is very busy or if there are staff shortages, but we take every effort to ensure you have a fun and educational visit.
- The maximum group size is 30. For more than thirty participants your group may be split into two or more smaller groups which will be discussed with you before your arrival on site.



- We require supporting adults to accompany the group. We require the following ratios; Nursery/reception 1:3 Key stage one 1:5 Key stage two 1:8 Key stage three and above 1:10. For young people and adults with additional needs, please ensure there are enough supporting staff. Groups who require additional support staff should discuss your needs with us. Please note that additional supporting adults may be subject to an additional charge of £3 per person.
- Supporting adults are responsible for the group, they must make sure the students/group members behave, do not leave the group unsupervised and where necessary and support the group with the activities.
- You are required to inform us of any special requirements at the initial booking stage, for example allergies or disabilities. This will help us to make sure that your visit runs as smoothly as possible and the participants are kept safe.
- Please familiarise yourself with our risk assessment.
- We could recommend reading the following guidance before visiting any farm: <https://www.face-online.org.uk/news/preventing-or-controlling-ill-health-from-animal-contact-at-visitor-attractions-industry-code-of-practice>.
- If you do not arrive on time for your activity/tour, we may not be able to provide the full-time slot. Please make sure you are ready to commence the activity/tour at the time agreed by us.
- If you wish to cancel your visit the terms are as follows:
 - Three weeks or more before booking - full refund
 - Between two and three weeks before booking – 50% refund
 - Within two weeks of the booking – non-refundable
- Sometimes there may be alterations made to your visit if it is very busy or there are staff shortages, but we make every effort to ensure you have a fun and educational visit
- We reserve the right to ask any group to leave the premises should the site rules not be followed.



PREPARING FOR YOUR VISIT

Please make sure you are **ready to commence the activity/tour at the time agreed by us**. If the agreed arrival time is 10:30am, this is when your visit commences.

If you wish to use the facilities, eat a snack etc, please arrive early. We recommend arriving ready to go!

What to bring:

- **Weather appropriate clothing** e.g. hats, gloves, sun cream, raincoats, wellies.
- **Food and water.** Please note, eating is only permitted in certain areas of the farm. Please notify us if you intend to eat at the farm. We don't want the animals eating your sandwiches!

During your Visit:

What we ask of you:

- Arrive on time, notifying us if you are going to be late.
- Attend with an appropriate number of supporting adults
- Ensure the children are well behaved
- Supporting adults must remain with the group, unless accompanying a child somewhere.
- Ensure the children are supported during the activities
- Familiarise yourself with Health and Safety on the farm before your visit
- Ensure the children wash their hands thoroughly





**We really look forward to
welcoming you to the farm!**

**Please email
education@deencityfarm.co.uk
if you have any questions!**

