



Bringing your class to the Botanic

Getting to the Garden

- If you are arriving by coach or minibus, please enter the Garden via the John Hope Gateway.
- Public buses stop by the East Gate.
- Please note that there are bus/coach parking restrictions in the immediate vicinity of the Garden. RBGE will not accept responsibility for any parking tickets incurred by school groups.

Arriving at the Gate

- Gates to the Garden open at 10.00am.
- Please sign in on arrival and provide a mobile telephone number for a member of staff on the visit as an emergency contact.
- Once inside the Garden please make your way to the Fletcher Building where you will be met by one of our education staff.

Arriving at the Fletcher Building

Mornings: Start times in the morning include time to cross the Garden, to have snacks and visit the toilet before classes begin.

Afternoons: Start times in the afternoon assume that groups have already had lunch and been to the toilet and are ready to start their programme on arrival at the Fletcher Building.

Lunch Space

Please let us know if you need lunch space on the day of your visit and we will try to accommodate you.

Waste Policy

In accordance with our no waste policy, we'd be grateful if you could clear up and take away any litter left over from lunch/snacks. There will be no bins provided.

Pupils with Additional Support Needs

If any of your pupils have any additional support needs or mobility issues, please notify us when you book so we can plan the programme to suit everyone.

Weather

In the event of high winds (gusting at 25 mph and increasing), the Glasshouses and Garden may be closed at short notice. Garden staff check Met Office forecasts and make a decision based on safety. A final decision is made by 8.15am on the day of the visit. If you are travelling far we may contact you to make a decision the day before.

You are advised to telephone **0131 552 7171** before leaving school if in any doubt.

Clothing

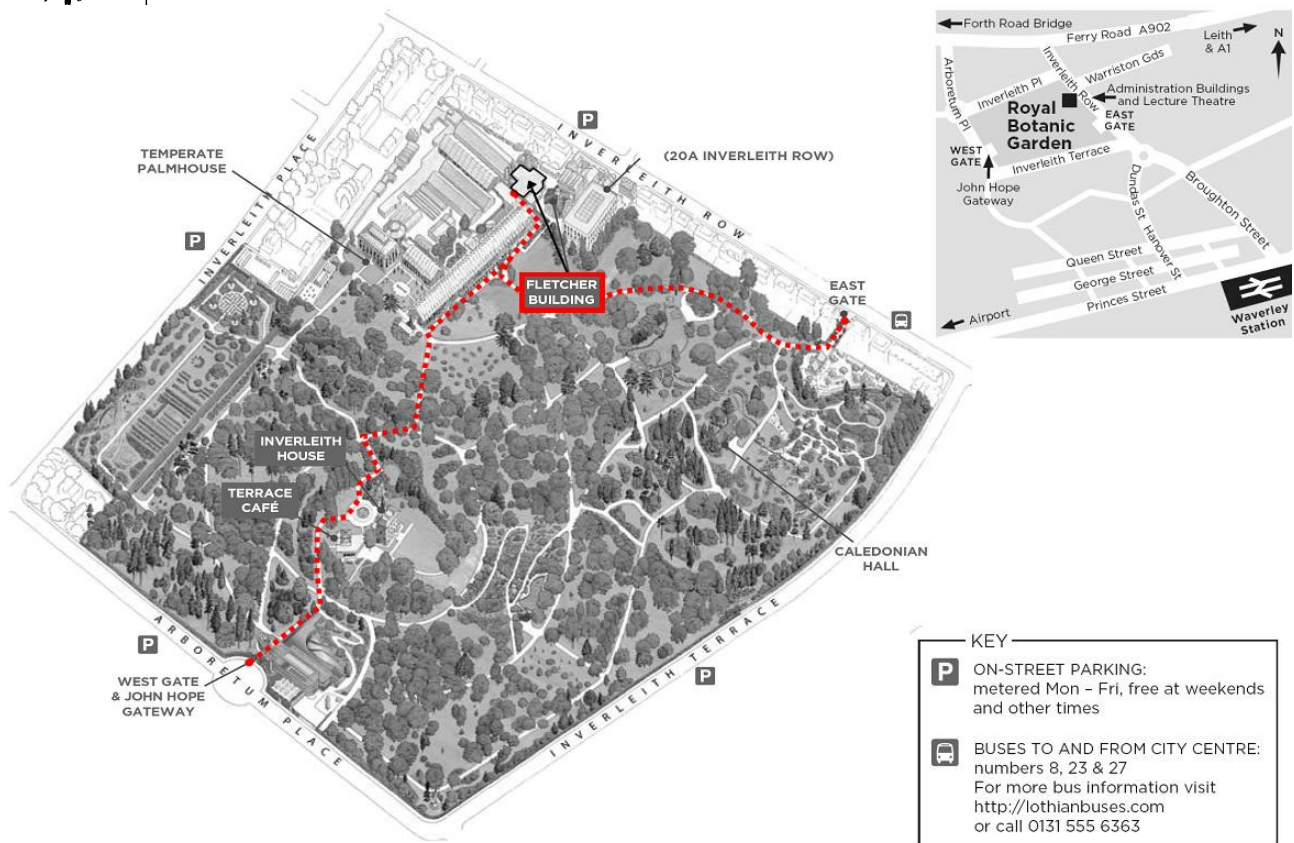
Many of our programmes take place outdoors so please bring suitable **clothing** and **footwear** for being outside in all weathers (including waterproof clothing and sun cream).

Payment

Invoices will be sent to schools after the visit but, if necessary we can accept cheque payments on the day. Please make cheque payable to 'Royal Botanic Garden Edinburgh'.

Risk Assessment

A copy of our risk assessment can be downloaded from our website: <http://www.rbge.org.uk/education/schools>



RBGE Code of Conduct for Schools

Please give each adult helper a copy of the RBGE Code of Conduct for Schools, particularly if you are planning to spend some time in the Garden before or after your guided visit.

In the Garden –

You can:

- collect fallen plant material
- smell the flowers
- feed the ducks and squirrels
- follow the paths
- walk on the grass

Please do not:

- pick any of the plants and flowers
- walk on the flower beds
- climb on the trees
- play ball or parachute games
- climb on any statues/memorials

In the Glasshouses -

- Please stay on the paths
- Walk don't run
- Please do not climb on anything

Emergency Contact

RBGE Reception - 0131 552 7171

Other useful information -

Toilets

There are toilets at each Gate, the west end of the Glasshouses, Terrace Café, Inverleith House and the Fletcher Building.

Use of the Botanics Shop

There is a gift shop located in the John Hope Gateway at the West Gate which pupils are welcome to visit. Please organise pupils into small supervised groups as space is limited. If you wish to use the Shop, please let the Education Officer know on the day so they can allow time.