

Forest School birthday parties

Survival guide

What to wear

- Wellies or walking boots.
- Spare socks in wet conditions and thick socks in cold weather.
- Long sleeved top and long trousers.
Thin long sleeves and trousers for hot/warm weather to help protect guests from the sun and thick layers to protect guests from getting too cold in the winter. Long sleeves and trousers also help protect guests from rough terrain so short sleeves and bare legs are not recommended.
- Waterproofs in wet weather.
- Hat and gloves when cold
- Sun hat and sunscreen when hot

Kit bag check list

- Waterproof coat (waterproof trousers if you have any)
- Sun hat or woolen hat (appropriate to the weather)
- Gloves in cold weather
- Sun cream in hot weather
- A drink

Party guests need to dress appropriately for the weather. If your child is inadequately dressed they may not be able to participate.



Compton Verney
Warwickshire
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www.comptonverney.org.uk
Registered Charity No 1032478

Survival guide

Forest School party rules

🍃 We stay inside the Blue boundary rope

The blue rope, we don't go over it. The blue rope, we don't go under it. The blue rope, we don't go through it. We stay safe inside, safe

🍃 We don't pick the berries

Who eats the berries?

The birds, insects and mini-beasts eat the berries

Why don't we eat the berries?

Because they could make us poorly

🍃 Sticks

How do we safely hold and play with sticks?

We hold them down to play safely around

🍃 We don't pick 'off' what is growing, we pick 'up' what has fallen

We want to look after our Forest school to keep it strong and healthy

🍃 We don't climb on the sitting logs

We don't want you to fall or slip and hurt yourselves

🍃 We return to base camp as soon as we hear the Forest school leader shout "Muddy Fingers"

This means we want you all back together again

Snack time-Group time-End of session-In case of an emergency

🍃 We care for our Forest school and all that grows and lives within it

We want you to 'care' so we can continue to 'share' our wonderful Forest school space

🍃 We care for each other

We wish you to enjoy and have fun with everyone

Party booking Information for parents/carers

Your Forest School Leader

Your party will be led by a fully qualified and experienced Forest school leader, trained and qualified in Outdoor First Aid.

Pre Party Information

A copy of the Forest School survival guide and party rules should be given to the parents of each child attending the party in advance to ensure they and the party guest are briefed and prepared to fully enjoy the party. Signed copies of the survival guide and party rules should be collected by the birthday child's parent/ carer for each child attending and given to the forest School Leader before the start of the party.

Arrival

All party guests will be met by the Forest School leader at the entrance lodge to Compton Verney, situated just past the Compton Verney car park.

Late Arrivals

Late arrivals will be given a rules and safety sheet to discuss with their parent/carers. This is to be signed and handed to the Forest school leader/ Compton Verney staff before guest/s can join the party. This is to ensure that all guests understand the rules and risk of a Forest School party for their own safety and the safety of others.

Departure

Please inform all parent/carers to wait and collect their children at the same drop off point. The Forest school leader will endeavour to return on time for collection but due to the nature of some activities the group may be a couple of minutes late.

Food

Compton Verney will provide hot chocolate and marshmallows for guests to enjoy around the camp-fire at the end of the party. This is included in the £280 party fee. Alternative menus can be arranged on request.

Compton Verney can also provide additional catering for the party. Please speak to the events team for more information.

You are also able to provide your own picnic however Compton Verney cannot take responsibility for food and drink supplied by customers. Customers will need to make sure food is stored and



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kept adequately cold in hot weather. We also cannot guarantee an indoor space for picnics should the weather be bad. All rubbish must be disposed of responsibly.

Toilets

Toilets are located at Compton Verney entrance lodge. It will be the responsibility of designated adults to supervise toileting as toilet facilities are not within the Forest School site.

Party booking policy

Rules

Your Forest School leader will re-enforce rules and safety awareness with all guests at the start of the party, so it is important that all guests arrive on time.

Behaviour

Any guests that do not comply with safety rules will be asked to sit out of the activities for 5 minutes. They will be the responsibility of birthday person's parents/allocated attending adults. If unacceptable behaviour continues the particular guest's parent/s will be contacted to collect their child/ren.

Adult supervision

We require the following number of adults to supervise at Forest School parties

Under 5's 1 adult to 4 children, maximum of 5 adults

Over 5's 1 adult to 6 children, maximum of 5 adults

It is preferred that parents of the birthday person remain at the Forest School site.

Due to the size of the Forest School site and the nature of the activities no more than 5 adults will be permitted on the Forest School site at any one time. All other parents can remain on site at Compton Verney but we ask that they are away from the party site. Access to the permanent collection (within opening hours) is included.

Party guest information

The party organisers will provide guest numbers, full names, age details and any medical and dietary information 7 days before the party event.



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Risk assessments

A thorough risk assessment is carried out for every Forest School party and every measure is taken to manage and minimise all risks that may occur. However due to the nature of the Forest School site and the activities it is not possible to prevent all risk. By booking for a Forest School party customers agree and accept that the party will involve a low level of risk.

Bad weather

A Forest School party will take place outdoors in most weather conditions. Only in the event of extreme weather will the party be cancelled. In this case either an indoor alternative will be provided or an alternative date will be arranged.

Cancellation

Please notify Compton Verney of any changes to your booking, cancellation or revised date 14 days prior to your party event.

We will discuss availability for a revised date or a full refund will be given. A full refund will not be given to a cancellation less than 14 days prior to the party event.

Agreement

On signing this form you agree to accept and adhere to the terms and conditions of the booking policy.

Customer contact name: _____

Birthday person name: _____

Date of party: _____

Signed: _____

Print: _____

Date: _____



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