



# **The National Fruit Collection at Brogdale Farm**

## **Teachers Handbook**

### **Educational Visits**

## **BROGDALE COLLECTIONS**

**Address:** Brogdale Farm  
Brogdale Road  
Faversham  
Kent  
ME13 8XZ

**Contact Person:** Sally Roger

**Telephone:** 01795 536250

**Fax:** 01795 534860

**E mail:** [sallyroger@brogdalecollections.co.uk](mailto:sallyroger@brogdalecollections.co.uk)  
[www.brogdalecollections.co.uk](http://www.brogdalecollections.co.uk)

**Location:**



## **Teachers Handbook**

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Brogdale Farm Brogdale Road Faversham Kent ME13 8XZ  
[www.brogdalecollections.co.uk](http://www.brogdalecollections.co.uk)

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## **Self-guided Educational Programme (KS2)**

### **Schedule**



<b>Time Allowed</b>	<b>Activity</b>	<b>Time</b>
10am minutes	Arrive  Go to schools room, leave belongings Introduction	15
10.15 hours	Self-guided Orchard Trail	1 <sup>1/2</sup>
11.45	Return to classroom	
11.50  minutes	Activity Visit to the market place, (in adult groups)  Look at the fruit for sale and all of the products that contain fruit, see if you can find out where they are made. (Purchase a momentum of your visit if you wish)	20
12.10 12.20 minutes	Pupil feedback and product discussion Hand wash / toilets	10
12.30  minutes	Lunch	30
1.00 minutes	Lunch waste – where does it go and why?	15
1.15	Fruit Scientists Activity	1 hour
2.15 minutes	Clear-up. Gather belongings & prepare to depart.	10
2.25	Board bus.	

## Brogdale Teacher-led Educational Programme (KS2)

### Schedule

<b>Time Allowed</b>	<b>Activity</b>	<b>Time</b>
10am minutes	Arrive  Go to schools room, leave belongings Introduction	15
10.15 minutes	Cookery workshop – (Apple Pie for lunch)  <i>(Why is fruit good for you / different ways of consuming fruit Ingredients and food groups)</i>	30
10.45 hours	Orchard Trail	1 <sup>1/2</sup>
12.15 minutes	Back to the classroom  Hand wash / toilets	15
12.30 minutes	Lunch & apple pie  Lunch waste – where does it go and why	30
1.00 minutes	Visit to the farm shop, in adult groups  Purchase a momentum of your visit (See how many products you can find derived from or containing fruit)	15
1.15	Fruit Scientists Activity	1 hour
2.15 minutes	Gather belongings & prepare to depart	10
2.25	Board bus.	

## **Introduction**

The land around Brogdale has been farmed for hundreds of years. Brogdale Farm became the home to the National Fruit Collection over 50 years ago and now consists of 150 acres of orchards.

The National Fruit Collection is the worlds largest collection of fruit trees and plants. The Collection consist of over 2,300 different varieties of apple, 550 of pear, 350 of plum, 320 of cherry as well as bush fruits, nuts and grapes.

Brogdale Collections is a Social Enterprise Organisation which supports and promotes the use of the National Fruit Collection for educational purposes.

## **Site Facilities**

We are well equipped to host school visits at Brogdale Farm. We have adequate coach parking, two classrooms with adjoining toilets and hand washing facilities. Adjacent to the classrooms we have a farm shop, tea rooms and kitchen. There are also additional retail outlets that you may wish to visit in the market place.

## **Educational Visits**

Schools are welcome to visit Brogdale Collections throughout the year. As well as the self-guided / Brogdale teacher-led sessions for KS2 pupils, we welcome the opportunity to discuss your teaching requirements and will endeavour to accommodate your needs.

## **Pre-Visit Planning**

To ensure that your class have a safe visit we request that you attend a pre-visit meeting. The purpose of this meeting is to discuss your teaching requirements, enable you to familiarise yourself with the site and look at the areas that the children will be visiting so that you can complete your Risk Assessment. Pre-visits can be booked any time during weekdays, including school half-term and holidays.

## **Risk Assessments**

Generic Risk Assessments are produced and updated regularly by Brogdale Collections for educational visits. These are available for teachers to adapt during pre-visits, in-line with the characteristics of the individuals within their groups.

### **Cost**

The costs for educational day visits are as follows:

Self guided option                      £4.00 per pupil

Brogdale teacher-led option   £5.00 per pupil

These costs are based upon groups of 30 pupils. You are welcome to bring as many adults as you wish at no extra charge. A deposit of £20 is payable at the time of booking.

### **Booking**

To book an educational visit to Brogdale Farm please complete the enclosed booking form or contact Sally Roger. We recommend that you plan your visit in advance. Bookings are taken on a first come, first served basis.

### **Cancellation**

If you are unable to carry out your visit, please let us know as soon as possible (and no later than 7 days before your visit is due to take place) so that we can refund your deposit.

### **Group Sizes**

Our site and educational programmes are suited to bringing a maximum of 60 pupils per visit for the self-guided programme and 30 for a Brogdale teacher-led visit.

### **Supervision**

Teachers are responsible for the supervision, discipline and management of their groups whilst they are visiting the site. Schools must supply adequate adult supervision in accordance with county council guidance. Brogdale Collections are happy to accommodate any extra adult supervisors that schools are able to supply.

More help and advice is available from:

Richard Hayden, Outdoor Education Adviser, Kent County Council

E mail, [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

### **Lost Children**

Please keep your pupils well supervised during your visit. Any lost children found on site will be taken to/ or should be instructed to find their way to the main reception area should they become separated from the group. Here they will be able to talk to a member of Brogdale Collections staff.

### **Brogdale Staff**

All Brogdale Collections staff that are involved in school visits are CRB checked. However, the care of the children is the responsibility of the school whilst on site.

### **First Aid**

Teachers are responsible for providing and administering their own first aid. Please ensure that children bring any medication with them that they require. Teachers are advised to carry ant-bacterial hand gel and tissues whilst out on the site, as well as a first aid kit.

### **Hygiene**

To reduce the risk of infection, all cuts and grazes should be covered by waterproof dressings before coming to Brogdale Farm. Pupils should not take any food out into the orchards. Teachers are advised to carry ant-bacterial hand gel and tissue whilst on the farm. Pupils should not eat any fruit unless it is given to them by a member of staff.

### **Hand-washing**

Upon leaving the farm all visitors should wash their hands thoroughly with soap and warm water. It is the teachers (and adult supervisors) responsibility to ensure that all children have washed their hands properly.

### **Footwear**

During the winter months it may be necessary for children to wear wellingtons whilst in the orchards. Please ensure that all children bring shoes to change in to. Open toed footwear should be avoided.

### **Clothing**

Please ensure that your group are dressed appropriately for a visit to Brogdale Farm, and for the weather. You will be spending some of the day outside so warm clothes

and waterproofs or hats and sunscreen may be necessary. It is advisable for children to wear long trousers (even during the summer term) with their school t-shirts and sweat shirts if necessary.

### **Lunch**

A packed lunch is required and should be in a bag that is easy to carry. Adults may wish to purchase hot drinks and food from the tearoom. If the weather is fine you are welcome to picnic on the Events Lawn, alternatively you are welcome to eat lunch in the School room.

### **Money**

Pupils may wish to bring some money to purchase a small memento of their visit from our farm shops.

### **Litter**

Please ensure that all litter is put in the bins provided or taken home.

### **Preparing your class for a visit to Brogdale Collections**

Talking to your pupils about where you are going and why will help to prepare them for their visit. This is also a good opportunity to talk to them about what is expected of them in terms of their behaviour whilst on the visit. Attached are some basic rules to ensure the children's safety during their visit.

### **Equipment**

Brogdale Collections will supply clipboards for use during your visit. Please ensure that pupils bring their own pencils. If you are attending for a self-guided day, please supply your own pupil packs from the copy provided. If you are attending a Brogdale teacher-led day these packs will be provided for you. Any other resources that you may need for activities throughout the day will be provided for you.

### **Arrival**

On your arrival at Brogdale Farm please ask your coach driver to proceed to the far right of the car park away from other cars so that you can unload and assemble the

children safely. Please then take the children to the School room where they will be able to leave their belongings, use the toilet etc, before you start your activities.

### Educational Visit Booking Form

School Name	
Contact Name	
Position	
School Address	
Post code	
Telephone Number	
Fax Number	
E mail Address	
Preferred visit date	
Other potential dates	
Would you like to use our self-guided teachers pack or would you like your group to be led by a Brogdale teacher. <b>Please tick:</b>	<p>pupil                      Self-guided:    <input type="checkbox"/>                      £ 4.00 per</p> <p>   Brogdale teacher-led:    <input type="checkbox"/>                      £5.00 per</p> <p>pupil</p>
Year Group	
Number of children	
Do any of your pupils have any special access or learning needs	

Please enclose your £20.00 deposit and return to Sally Roger. An invoice for the balance will be sent and is payable no later than 7 days before the visit.

Telephone: 01795 536250 Fax: 01795 534860  
 sallyroger@brogdalecollections.co.uk

### Teacher Evaluation

**School:**

**Date of visit:**

Please tick box and add comments

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Bad</b>	<b>Comments</b>
<b>Booking Procedure</b>						
<b>Preparation</b> (Teachers handbook & pre-visit).						
<b>Teaching materials provided</b>						
<b>Orchard Trail</b>						
<b>Fruit Scientist Activity</b>						
<b>Site facilities</b>						
<b>Overall quality of the visit</b>						

What element of your visit to Brogdale Collections was of greatest value to you as a teacher?

How could we have improved your visit for you?

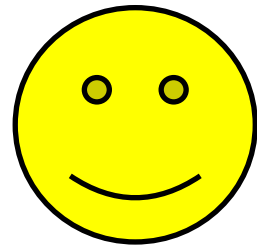
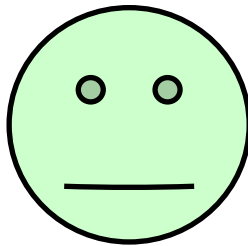
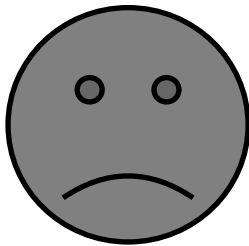
Thank you for taking the time to complete this form. Please return to Sally Roger

## Pupil Evaluation

We would like to know if you enjoyed your visit to Brogdale Farm. Please fill in your details below and put a tick by the face which describes how you feel about your visit

School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

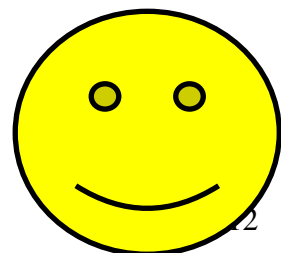
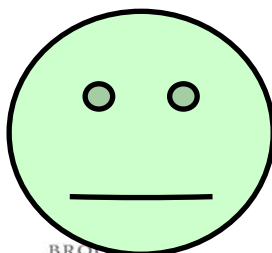
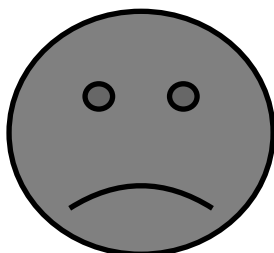


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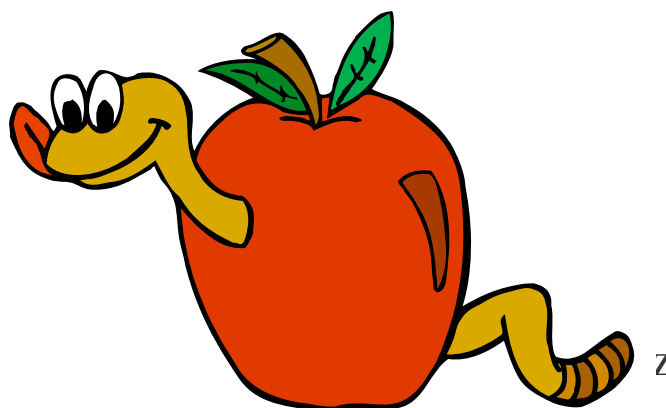
Name: \_\_\_\_\_ Age: \_\_\_\_\_



## **Farm Safety**

Brogdale Farm is a working farm, as well as accommodating a number of businesses, retail outlets and the visiting public. Help to keep your group safe by talking to them about a few simple rules before your visit.

1. Stay together with your group and close to your adult leader, do not run on ahead.
2. Look and listen for vehicles and farm machinery. Listen carefully to your group leader.
3. Do not climb on gates, walls, fences or machinery.
4. Do not pick / eat the fruit unless you have been asked to do so by your group leader.
5. Do not take fruit / eat fruit that has been lying on the ground.
6. Do not put your hands in your mouth whilst you are on the farm.
7. Make sure you wash your hands before you eat your lunch and or when you leave the farm.
8. Do not touch any horticultural equipment unless you have been asked to do so by a member of Brogdale Collections staff.



## RISK ASSESSMENT

<b>Department:</b>  <b>Location:</b> Brogdale Farm Brogdale Road Faversham Kent ME13 8XZ  <b>Emergency first aid procedure:</b> Located in Front Office		<b>Who might be harmed:</b> Pupils / staff / helpers  <b>Hospital:</b> William Harvey Hospital, Kennington Road, Willesborough, Ashford, Kent, TN24 OLZ <b>Telephone:</b> 01233 633 331  <b>Site access for emergency vehicle:</b> Brogdale Road Produced: December 2007 Last Updated:		
Hazard / activity on site	Risks associated with the hazard	Potential to cause harm	Controls in place and action	Outcome
Alighting from coaches / minibuses	Slipping, tripping, falling	Medium	<ul style="list-style-type: none"> <li>• Use designated coach / minibus area</li> </ul>	Low
Running children	Slipping, tripping, falling	Low	<ul style="list-style-type: none"> <li>• Children must be adequately supervised and instructed not to run</li> <li>• Children must be kept together and close to their adult leader.</li> </ul>	Low
Uneven surfaces, muddy areas, steps	Slipping, tripping, falling and strains	Low	<ul style="list-style-type: none"> <li>• Children and supervisors must be aware of possibility of mud and uneven surfaces and follow the path provided.</li> <li>• Children and supervisors must wear appropriate footwear for the time of year, i.e Wellington boots / trainers.</li> <li>• Steps and uneven surfaces are pointed out to groups as they are encountered.</li> <li>• Children are guided away from deep puddles and muddy areas.</li> </ul>	Low
Straying into prohibited areas	Unidentified hazards	Medium	<ul style="list-style-type: none"> <li>• Supervisors should ensure that children do not deviate from the pre-planned route</li> <li>• Children should be adequately supervised.</li> <li>• Supervisors should effectively monitor childrens movements</li> <li>• Appropriate signage in hazardous areas</li> <li>• The group leader should ensure that all children and adults are present before moving on.</li> </ul>	Low

Farm operations. Collections and deliveries.	Struck and or knocked down by a moving vehicle	High	<ul style="list-style-type: none"> <li>• Minimise farm operations and vehicle movements during visits.</li> <li>• Keep children together, in a place visible to the driver and at a safe distance from any moving vehicle</li> <li>• Ask children (and adults) to look and listen for farm vehicles and stay close to their grown-up whilst on site.</li> </ul>	Low
Eating on the farm	Stomach bug. Insect stings	Medium	<ul style="list-style-type: none"> <li>• No food at all should be carried by children (or adults) whilst they are on the farm.</li> <li>• No fruit should be eaten unless children have been handed the fruit by a member of staff.</li> <li>• Children should be asked not to pick fruit up from the ground</li> </ul>	Low
Mini-Railway	Struck or knocked down by.	High	<ul style="list-style-type: none"> <li>• The mini-railway will not operate during school visits.</li> <li>• Normal operation times are Sundays and Festival weekends.</li> <li>• Danger and warning signs present at track crossings.</li> <li>• Adult supervisors should remind the children to Stop, Look, Listen before crossing the line.</li> </ul>	Low
Fruit Tree Branches	Scrapes on face, body and arms. Damage to the eyes.	Medium	<ul style="list-style-type: none"> <li>• Ask the children to look where they are going when they are walking in the orchards.</li> <li>• Point out to the children that the branches could catch them in the eyes if they don't.</li> <li>• Ask the children no to run in the orchard.</li> <li>• Ask the children to be gentle in the orchard so that they do not damage the trees.</li> </ul>	Low
Fruit supporting wires	Trips and falls	Medium	<ul style="list-style-type: none"> <li>• Point out the hazard to the children.</li> <li>• Ask the children to walk at a safe distance from the wires.</li> </ul>	Low
Cookery Demonstration / Activity	Cuts, food allergies & burns	Medium	<ul style="list-style-type: none"> <li>• Children should be provided with appropriate equipment.</li> <li>• Children should be instructed how to use the equipment safely.</li> <li>• Children should be supervised whilst using the equipment.</li> <li>• Teachers should be aware of any children with allergies that may be affected and advise the Brogdale staff accordingly.</li> <li>• Food for tasting should allow time to cool before the children eat it.</li> <li>• All handling of food whilst hot</li> </ul>	Low

			should be carried out by a member of staff.	
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