**Information to help you plan your visit to Butser Ancient Farm**

**Costs**

Cost for Sept 2017 – July 2018 :

Full day visit with 4 activities and a talk:  £9.25 per child + VAT at 20%

Half day visit with 2 activities and a talk: £7.20 per child + VAT at 20%

There is a minimum charge of £185 + VAT (£222 incl VAT).  This is equivalent to the cost of 20 children.

**Planning your visit**

We recommend that all teachers come to the farm for a planning visit, particularly if they have not visited us before. There is no charge for this pre-visit. Please phone 02392 598838 option 2 to book a time when you can come (please see opening times below).

**Farm opening times**

Butser Ancient Farm is open to the public at the following times:

**Winter opening**: **October 1st to Easter** - Monday to Friday 10 am – 4 pm (last entry 3 pm)

**Summer opening**: **Easter weekend to September 30th** - Every day of the week 10 am – 5 pm (last entry 4 pm)

**Group sizes:**

We need to know how many pupils you are bringing because we like to work with groups of around 30 children. Please divide your group, accordingly, in advance - to save time on the day.

**How the day is run:**

Our education team organise the whole day so you do not need to worry about the timings of your activities. We like you to bring as many adults with you as you feel your group needs. All we ask is that accompanying adults join in and help the children to listen, follow instructions and get as much as they can out of their visit.

* Please arrive as close to 10 am as you can. There is a large car park sufficient for coaches to park.
* You will be met in the car park by members of our education team, who are allotted to your group for the day.
* It is very important at this point that you sign in with the exact number of children and adults in your group (this is for invoicing and health and safety purposes).
* After a short health and safety talk you will be taken to one of the houses where there is a fire alight in the middle of the room.
* Sitting on skins and benches around the fire, you will have a short talk focused around the topic you have chosen on your booking form.
* You will then do two of your chosen activities in the morning.
* Lunch is normally around 12 – 12.30.
* If the weather is warm you can eat your lunch outside – we can provide a tarpaulin for you to sit on.
* If it is cold or wet, we will bank up the fire in the house and you can eat your lunch around the fire.
* **Special Winter Offer:** Hot blackcurrant drinks are available @ 50p a cup. A great warmer in the middle of a cold day!  Please place your order on the morning of your visit or before and we will have the drinks ready for your pupils at lunchtime.
* After lunch you will do your other two activities, and will finish in time to leave at your requested time.
* All your pupils will get to do every activity that you have requested on your booking form.
* If the weather is really bad, we will provide alternative activities indoors.

**Please note:**

The order of activities will be decided on the day, and depends on the weather and other visiting schools. There may be times when it is necessary to complete 3 activities in the morning and one after lunch, but you will be told about this on arrival.

**A visit to the shop:**

Shopping with real money is now a rare experience for many children. A visit to our shop is a useful maths activity and all the children love it. We have designed a process that, not only, gives children the responsibility and freedom to buy what they want, but also dramatically reduces any chance of loss of purchases.

This is NOT classed as one of your activities, and will not take the place of an activity.

We run it as an extra activity:

* Your pupils will be told that they are in control of their own money.
* They need to add up the items they want to buy.
* They ensure they have enough money to pay.
* They take their items to the till, where our staff will price up their items, put them in a bag with the child’s name on and into a box ready to go on the coach.
* This method ensures a smooth running shopping experience, acts as a useful maths activity and prevents the loss of any shopping, and subsequent upset.
* If you would prefer your pupils to take their shopping with them at time of purchase, please let us know.
* Please bring carrier bags for your purchases.

As an alternative to a shop visit, we can compile goodie bags for you.

* A goodie bag order can be for any amount in increments of 50 pence.
* We can make up goodie bags for different periods depending on the focus of your group.
* Please inform us a week prior to your visit how many goodie bags you require and the price.
* Please collect all the money from your pupils as goodie bags must be paid for in one payment. Please have this amount counted and checked before paying.

**Shop Information for Schools**

After speaking to teachers who chose to visit our shop during their visit, and speaking to those who did not, we have taken on board their valid comments that they did not realise how child-friendly and reasonably priced our shop was. We thought it might be advantageous to new schools to know the prices of a selection of items we stock here.

For example, we have **Stone Age, Iron Age** and **Roman** A3 colouring sheets available for 50p.

For just £2.00 a child can purchase:

1 x replica Roman coin

1 x Butser pencil

1 x colouring sheet

1 x postcard

We also stock the following items at £1.00 each:

Obsidian arrowheads

Bead bracelets

Roman numeral rubbers

Feather quill

Hair braids

We also stock a number of information books from £3.00 about the **Stone Age, Iron Age, Romans, Anglo-Saxons** and **Vikings**, which make great teaching resources for the classroom.

Goodie bags can also be arranged - just ask!

**What to wear:**

All visitors need to come well prepared for both the worst and the best of British weather. We recommend:

* Old clothes rather than uniform.
* Lots of layers which can be added or taken off.
* Woolly hats, thick gloves and scarves.
* Strong, old shoes or trainers are warmer than wellington boots on cold days.
* Wellington boots are good if it is very wet as it can get very muddy here.
* Warm waterproof clothing for wet and cold days. The wind can whip through the site, meaning that a thick jumper is not enough.
* Sunhats and suncream are necessary on sunny days as there is very little shade onsite.

**What to bring:**

* Packed lunches. To see how to make these more exciting and extend your pupils’ learning at the same time, please see our website <http://www.butserancientfarm.co.uk/ideas-for-packed-lunches>
* If the weather is bad you will be able to eat your lunch in one of the houses
* A bag for muddy wellington boots and *a* change of shoes are essential to keep the coach drivers happy.
* Labelled boxes for each group if you are visiting the shop and/or doing pottery or chalk carving.
* Black bin bags to take your rubbish away (sorry – we have no facilities for disposing of this).
* First aid kit.
* Sketching during the lunch time break is a popular idea - please remember to bring everything you need.
* A camera to record your day – it makes a good display for a parents’ evening, open day or even an Ofsted inspection!
* Carrier bags for shop purchases!

**Facilities at the farm:**

* Toilet facilities – a block of girls’ toilets and a block of boy’s toilets attached to the Janus Visitor Centre + disabled toilet inside the visitor centre.
* We have an ecofriendly sewage system. The waste from the toilets is processed by bacteria living in a special tank after which the liquid runs into a reed bed. Antibacterial gel kills these bacteria, so please do not use this at the farm. Please also ensure than no wet wipes or sanitary items are put down the toilets.
* If the weather is bad, we will do as many of your chosen activities inside or provide alternative indoor activities.

**Getting here:**

* The farm is sign posted from the A3 and is approx. 4 miles south of Petersfield (post code : PO8 0BG).
* Please allow enough time for travel when booking your coach as late arrivals may mean children do not have the opportunity to complete all of the planned activities.
* Please note: Parking space is limited so contact us when booking if you are planning to arrive in cars.