

School Groups & Excursions Registration

School:	
Postal Address:	
Contact Name:	
Contact Number:	
Email Address:	
Date of Visit:	___/___/___
Time of Visit:	

PepperGreen Farm offers a range of guided Educational Experiences for school groups.

Choose from the following layout to create your school visit to the Farm.

ACTIVITIES (Tick appropriate box)	TOTAL NUMBER OF STUDENTS	TOTAL \$
<input type="checkbox"/> Intro Farm Tour: Free	Number of students: _____	FREE
<input type="checkbox"/> Single PGF Guided Activity: 45-50min lesson \$10*	Number of students: _____	
<input type="checkbox"/> Half Day: Intro Farm Tour and 2 lessons \$15*	Number of students: _____	
<input type="checkbox"/> Full Day: Intro Farm Tour and 3 lessons \$20*	Number of students: _____	

*Prices per student and inclusive of GST.



Please tick which activities you would like included in your session

	Farm Kitchen Lessons	
<input type="checkbox"/>	<p>Edible Gardens</p> <p><i>Guided through PepperGreen Farm's edible garden, students will identify home grown ingredients key to our everyday and popular food, educating students toward healthy food and lifestyles.</i></p>	
<input type="checkbox"/>	<p>Farm Kitchen Demonstration (winter only)</p> <p><i>Recipe demonstration for a home cooked meal featuring seasonal produce grown at the farm. Through observation, tasting and question time students will delve into the nutritional attributes, characteristics and preparation of seasonal produce.</i></p>	
<input type="checkbox"/>	<p>Eating Plants</p> <p><i>This lesson revolves around a game of Plant Bingo, students will explore the different parts of the plant that we eat i.e. roots, leaves, leaf stalks, stems, flowers, fruit & seeds. Students will also become familiar with local bush foods and the similarities to the foods commonly eaten today.</i></p>	
	Biodiversity & Culture Lessons	
<input type="checkbox"/>	<p>Soil, Seedlings & Worm Farms</p> <p><i>Through a potting seedlings exercise, students will come to understand the differences in soil types, their compositions and how this influences what can grow in the garden. Students shall learn about compost, how worm farms work and how they fit into a gardens eco-cycle. Students will also get the chance to plant seedlings in their own biodegradable seedling pot to take home</i></p>	
<input type="checkbox"/>	<p>Gardens & Trees as Habitats (Bugs & Birds Observation)</p> <p><i>Student's shall identify the plants and animals that live in, on and around our local trees and discover how plants and animals depend on these habitats. Trees Alive is a game part of this lesson to formulate discussion around what trees need to survive (food, sun, water, air, and space).</i></p>	
	Bendigo Chinese Heritage & Culture Lessons	
<input type="checkbox"/>	<p>Interactive Guided Tour</p> <p><i>This tour will unearth the history of Chinese Migration local to PepperGreen Farm Bendigo.</i></p>	
<input type="checkbox"/>	<p>Bendigo Chinese Heritage Activity 1</p> <p><i>How to be a historian, identifying history through artefacts, letters and photographs.</i></p>	
<input type="checkbox"/>	<p>Chinese Heritage Activity 2</p> <p><i>Students will learn about agricultural harvesting techniques used by Chinese migrants, influencing the health and survival of miners in Regional Victoria, Bendigo.</i></p>	



Booking Terms & Conditions

Please see attached School Program Guidelines.

Your final numbers must be confirmed 5 working days in advance and this is the number you will be invoiced for.

If your numbers come below our minimum required to run the program, then you will be charged for the minimum number of participants.

Cancellation fees apply for programs cancelled less than 5 working days before your visit. Our cancellation policy is available on request. Cancellation of programs will incur an administrative fee of \$80 pending group size.

We are an all-weather venue. Programs will only be cancelled by PepperGreen Farm in accordance with our OH&S Policy. If cancelled by PepperGreen Farm an alternate date will be negotiated otherwise a full refund.

I authorise invoicing for the visitation / tutorial fees as outlined above and, in the interest of safety, accept that supervision of the tour group is my responsibility whilst at PepperGreen Farm.

Name of authorising officer:

.....

Signature of authorising officer:

..... Date:

Thank you and we look forward to you visiting PepperGreen Farm

Office use only:

Invoice raised

Invoice number: _____



SCHOOL PROGRAM GUIDELINES

Whilst on site, teachers and accompanying adults are responsible for their students at all times and must ensure students adhere to **PepperGreen Farm's School Program Guidelines**, listed below.

Ratio required 10:1 as per group capacities

Schools are responsible for all student medication requirements and **MUST** bring a first aid kit. However, PepperGreen Farm has designated staff to assist if required.

If you require an Ambulance, notify a member of staff. All calls must go through the front desk, as this is the first point of call for the emergency services.

A lead teacher needs to be appointed and acknowledged on the booking form. This member of staff is responsible for explaining all health and safety matter regarding your visit to ALL supervising adults.

To ensure a safe and enjoyable learning experience when visiting PepperGreen Farm, we encourage teachers/ guides to familiarise themselves with our company Code of Conduct and Practice and (Child Safety Policy) prior to your school's visit. Please contact PepperGreen Farm directly to obtain a copy of these documents.

Everyone at PepperGreen Farm from the public, staff, volunteers, visiting students, teachers and parents have the right to:

- be safe from physical, verbal and emotional abuse;
- enjoy PepperGreen Farm free from harassment and bullying;
- be treated with respect and courtesy and expect that their property will be treated with respect.

PepperGreen Farm staff and volunteers will:

- respect visiting school students and teachers and behave towards them in a professional, courteous and helpful manner at all times.

Supervising teachers of school groups are responsible for:

- maintaining close supervision of the students in their care at all times and providing an example of appropriate behaviours;
- ensuring they are contactable by PepperGreen Farm staff throughout their visit by providing a contact name and mobile phone number, and that the mobile phone is on during the visit;
- ensuring this Code of Conduct is communicated to all students in their care and supervising adults, to ensure it is respected; encouraging students to take responsibility for their behaviour.



Students visiting PepperGreen Farm are responsible for:

- moving around PepperGreen Farm in a way that ensures their own safety and the safety of others;
- respecting the PepperGreen Farm's collection and the property of others;
- following the lawful instructions of PepperGreen Farm staff and volunteers;
- treating everyone with respect and refraining from aggressive behaviours;
- enjoying the learning experience at PepperGreen Farm and allowing others to do the same.

PepperGreen Farm has the right to ask anyone to leave who is not following this code of conduct.

Visiting schools will be responsible for supervising anyone directed to leave. No refund will be made.

Emergency evacuation procedure

- You will hear the emergency warning alarm.
- Remain calm.
- Please take your students promptly to the nearest EMERGENCY SAFE ASSEMBLY area, marked as on the map below.
- If a member of your party is missing. Please advise a member of staff immediately.
- **DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE FARM.** You must wait for the all clear from the Chief Evacuation Officer.

