



RHS Flower Show Tatton Park

22-26 July 2020



School Garden Competition Factsheet for Exhibitors

School Gardens

This exciting project gives Schools in the North West the chance to design and build a School Garden at a national gardening show. In line with the RHS Campaign for School Gardening, this project offers the chance to schools and pupils to gain invaluable hands on experience in the world of gardening and horticulture.

The school must be registered with the RHS Campaign for School Gardening to be eligible to compete. It is easy and free to register with the RHS Campaign for School Gardening, visit schoolgardening.rhs.org.uk to read about the many benefits for teachers and students.

Facebook: [facebook.com/rhsschoolgardening](https://www.facebook.com/rhsschoolgardening)
Twitter: @RHSSchools

Before completing your application form, please read through this document carefully. It contains important information about:

- What happens next
- School Garden agreement
- Brief & theme
- Key dates
- Key information
- Key contacts

What happens next?

The completed application form will be reviewed by the Show Team. If the application is accepted for the show, confirmation of acceptance will be sent out. The closing date for applications is **5pm 9 December 2019**.

By completing the application form and providing three electronic signatures (Head teacher, Lead Coordinator, Assistant Coordinator) you are confirming that you have all read the **SCHOOL GARDEN AGREEMENT & KEY DATES** and that the Head Teacher is able to commit the school to a School Garden at RHS Flower Show Tatton Park 2020.



School Garden Agreement

Goals/objectives for the pupils

- To help develop understanding of horticulture/gardening/growing
- To develop an understanding of environmentally friendly gardening
- To develop an understanding of gardening for native wild life
- To develop growing and propagation skills
- To develop an awareness of shape, form and colour in planning a garden
- To develop skills in working with external partners
- To construct and plant the garden on the show site
- To develop communication skills through talking to the general public about their garden during the show days
- To work within the rules of the competition & health and safety guidance

Commitment of school support

- Allow time for Lead Coordinator/Assistant Coordinator to attend workshops (2 meetings during spring term)
- Allow time for staff to bring materials onto site and carry out any preparation work
- To provide safety clothing (High Visibility vest and steel toe capped footwear for all staff present during build-up and breakdown; High Visibility vests for pupils on children's build-up days)
- Allow time for staff and children to attend the required build-up days
- Allow time for staff to attend to the maintenance of garden, up to and during the show
- Allow time for the Lead Coordinator or Assistant Coordinator to be present on each of the show days to man the garden and supervise any children also attending
- To comply with all RHS Health and Safety regulations
- The Head Teacher must allocate the roles of Lead and Assistant Lead for their school garden
- The Lead Coordinator position must be allocated to a paid member of staff of the school
- To transport all tools and materials required to and from the show site
- To transport pupils to and from the site for children's Build days
- To remove the entire garden either after the show closes

Please ensure you have read the sections Key Dates and Key information for full details regarding the above.

Please remember, when you are considering the staff commitments to this project, that the show is at the end of your summer term.

Commitment of budget

The Head Teacher of each participating school must commit a minimum budget for plant materials and plywood back drops.

Primary/PreSchool: Up to £350 maximum

Secondary/High school/Academy: Up to £450 maximum

Withdrawal penalty

Once a school has been allocated a place in the competition they are subject to a withdrawal penalty. The penalty fee of £350 is payable by any school withdrawing after 27 February 2020.

Brief & Theme

Provided by the RHS

The RHS will provide a border of wooden edging at soil level around the garden's three open sides, and the framework for a backdrop to be attached to.

Theme

There will be an overarching theme, which will be confirmed as part of the first workshop in January.

Size

Primary Schools: 3x3m (backdrop 3m wide x 2m high)

Secondary Schools: 4x4m (backdrop 4m wide x 2m high)

Backdrops to be made from 4mm external plywood and can be done in panels of 1m x 1m or 1m x 2m to facilitate transporting to the show.

Design

The design can be based around a front garden or back garden, but must include at least one of the following key structural elements: a path, a water feature, a sculpture, a bridge, a wall, raised bed planter or another feature - there are lots of options!

The gardens will need to be designed around environmental and wildlife friendly gardening.

The design must be confined to the space allocated to it (including overhang, e.g. blinds and umbrellas)

All foundations must be lined with a membrane to protect the ground and to ensure it is easy to clear.

Props & other additions

Character models used in the garden should be proportionate in size to the door and the garden.

If you using gravel, sand, shingle or other building materials, the ground must also be covered with a membrane prior to their application.

No advertising is permitted in the garden, e.g. company logos or names.

Any additional raised boundaries around the garden, such as fencing, should be no more than 1m high for ease of viewing.

No artificial plants or turf; photographs; plant labels; children's names or the school name can be used within the garden.

Artificial plants may be included in the backdrop if they are hand made by the children.

Planting

The children should grow at least 50% of the plants from seed, plugs or other vegetative propagation methods, and these should have been potted on at least once. All plants should have been looked after by the children for a minimum of three months, even if they are bought in.

The plants must be no more than 2m high.

Plants may be planted directly into the soil with or without their pots, but care should be taken to ensure no pots are visible above soil level unless they are a decorative feature.

Backdrop

The artwork on the backdrop should reflect your garden title and the theme of the garden. Your backdrop may have a building or dwelling on it but it is not compulsory.

For Primary Schools: a minimum of 70% of the backdrop needs to be completed by the children.

For High Schools: a minimum of 85% of the backdrop needs to be completed by the students.

No photographs, children's names or the school name should be displayed on the backdrop.

Artificial flowers or plant material may be included on the backdrop if hand made by the children.

The backdrop should be weather-proof so it is important to use the correct paint and finishing product to ensure it is durable.

Once in place the frame and backdrop are not designed to support heavy items.

The backdrop will need to be securely fixed to the provided framework by 5.30pm Monday 9th July. Any screws may only be inserted into the outer frame or cross members due to another school's backdrop being situated directly behind.

No advertising is permitted in the garden, e.g. company logos or names.

Record book

Each school must produce an A4 record book. This book should demonstrate how the school garden was created and the children's involvement at each step.

Primary Schools: a maximum of 15 pages*

High Schools: a maximum of 20 pages*

- each page may be single - or double - sided

Content should include:

- Where the design of the garden and backdrop originated from
- The garden budget, including a breakdown of the cost incurred
- Any research undertaken by the children, to include: Research of the theme, the effect of carbon foot printing in gardening, gardening for native wild life
- From any plant research, which plants were grown from seed/propogated or from cuttings, and which plants were purchased
- Any making of props, models etc
- Photos of the children planting the garden on the build-up days. A photo of the completed garden
- Details of any relevant horticultural course or community links undertaken as part of this project (Secondary/High schools only)

Your record book should be submitted the day before judging on Monday 20 July at the latest to the Show Managers Cabin by Gate 1/Exhibitor Entrance.

Key Dates

The following times and dates are specific to the School Gardens category. They are a guide and all dates are subject to change and will be confirmed in the RHS Flower Show Tatton Park Manual 2020.

Event	Guide date
Application deadline	9 December 2019
Acceptance of Site Contract	Early January
Teacher Workshop	30 January 2020 (subject to confirmation)
Teacher and pupil workshop	March 2020
Health & Safety documents submission	March 2020
Build up (adults only)	Friday 10 - Monday 13 July
Build up (with children)	Wednesday 15 and Thursday 16 July
Judging	Tuesday 21 July
Show Open Days	Wed 22 - Sat 25 July 10am - 5:30pm Sunday 26 July 10am - 5pm
Breakdown (adults only)	Sunday 26 July from 5pm
Breakdown completed (adults only)	Monday 27 July by 1pm



Key Information

Acceptance of Site

Once the application has been accepted the RHS will issue an Acceptance of Site Contract that confirms site number, size and contact details. The Acceptance of Site Contract will need to be signed and returned to confirm a place at the show.

Workshops

January 2020: A day introduction for teachers only, with advice and tips on how to get the most out of your School garden experience. Topics covered on this day will include going over the brief, rules and the reveal of the theme for 2020.

March 2020: This day will consist of workshops and the chance for schools to showcase their garden ideas in preparation of the Show. There will be a capped number of children allowed to attend per school. Details to follow.

Health and Safety

Significant risks associated with the build must be identified in a Risk Assessment and a Work Method Statement must be produced detailing how risks will be controlled. Along with the Work Method Statement additional supporting plans may be needed to support the proposed work methods; the shows Health & Safety team can advise about the level of detail required.

Please be aware that by law the show is deemed a building site up until the day the show opens, and this the status also applies after the show closes. The below regulations must be followed by all adults accessing the site at these times without exception:

- All adults entering the site must be wearing steel toe capped footwear
- All adults entering the site must be wearing a high visibility vest/jacket
- No one under 16 years of age is allowed on site or in vehicles with the exception of the designated Build days with children.
- Anyone not following the above regulations will be asked to leave the site. Re-admittance will not be permitted until all regulations are met

Judging and People's Choice

Each garden will be judged and receive a Certificate of Achievement. For 2020, the judging criteria is under review. Please find a draft of the new criteria in the More Information Section. There will also be a People's Choice Award for Primary and Secondary School Gardens, and visitors to the show can vote for their favourite. The prize for the two winners of People's Choice award will be £50 worth of vouchers towards gardening supplies.

Working Access Passes

All adults (aged 16 or over) who enter the site, whether this for build up, breakdown or a show day, will be required to have a working access pass.

The working access pass is for the purpose of supervising the children, manning the garden and completing the watering on the designated days and should be used for only these purposes.

The working access passes will need to be registered for in advance via an online account, and are only valid on the days they have been preregistered for. Login details and instruction to do this will be sent to the nominated lead at the school. This person will then have the responsibility of working out their staffing rotas and registering their details and photographs onto the system.

The lead or assistant lead contact must be present on each of the show days to manage the manning of their garden.

Vehicles must also have an appropriate pass to gain access to the showground, to deliver or to park.

Working Access Pass

Build Up	Show Days (per day)	Breakdown
20	3	12

Vehicle Access Pass

Vehicle Showground Access	Exhibitor Parking	Delivery
1	3	4

- Please note this information is correct at the time of print and is subject to change

Build days adults only: Friday 10 - Monday 13 July

All plants, landscaping material, backdrop, garden features/models and tools must be onsite by Monday 8 July. The backdrop must be securely fixed to the frame by this date also.

School staff/volunteers may carry out a small amount of ground preparation before build-up days but no more than around 20% of the garden. All digging and cutting work that will not be done by the children must be done on these days. A photograph will be taken to evidence that only 20% of the work is done at this time.

All adults must follow the regulations outlined in Health & Safety above.

Build days with children: Wednesday 15 & Thursday 16 July

On these two days, 80% of the garden should be completed by up to 8 children maximum, only under supervision of approved staff.

The School Gardens area will be fenced, there will be access to drinking water and toilet facilities inside this compound.

All children must wear high visibility vests (EN471) and sensible, closed toed shoes.

No children are to leave the compound between arrival and departure. Adults will be able to leave the compound, and as such all adults must follow the regulations outlined in Health & Safety above.

Only children and packed lunches are to be transported on and off site on these days. No materials or equipment to be brought on or removed during these days.

A minimum ratio of one adult to two children must be present at all times to supervise the children.

A minimum of 4 adults must be present at all times to supervise the children.

As it is common for the media & press to attend the children's build up days, all children coming onsite must have a photo permission form completed for them by their parents or guardians.

Maintenance of the garden after Build

Children are not allowed onsite during this time.

All adults must follow the regulations outlined in Health & Safety above.

All tools, excess materials and waste must be removed from site completely by Friday 12 July.

There will be a rota for the watering of all the gardens, so that it is not necessary for all schools to go to the site every day.

Show open days: Wednesday 22 - Sunday 26 July

Maintenance before 9:30am, then after 6:30pm

Each school is responsible for the maintenance and upkeep of their own garden

Watering is done twice a day, two schools will be responsible for watering either in the morning or evening of every show day.

The person watering on behalf of the school will require a working access pass and this will be one of that day's allocation.

Children are only allowed onsite when the show is open, **if you are on the rota for watering you cannot have children with you.**

Manning: between 9:30am and 6:30pm

Each school must man their garden during show days: 3 working access passes will be allocated for this purpose.

It is the lead contact's responsibility to ensure that anyone manning the garden is knowledgeable enough to speak to the press or public about the garden.

Please remember the public have paid to view your garden and many like to talk to the children who have constructed it. If children are present, please only have 4 at any time, because too many children can obstruct access to the garden.

Any children at present at the garden during the show must have a photo permission form completed for them by their parents or guardians.

Please only hand out leaflets if requested by the visitors.

Breakdown: Sunday 26 - Monday 27 July

Sunday 26 July after 5pm

The site reverts to a designated building site at 5pm on Sunday once the show has closed. At this point all children must be off site, and all adults clearing the garden must follow the regulations outlined in Health & Safety above.

A limited number Sunday specific vehicle site access passes are available to the school gardens but these need to be arranged in advance because the RHS need to control the traffic to avoid large queues.

More Information

Monday 27 until 12pm

Each school must clear their plot completely, including their backdrop, by 1pm. The plot must be completely clear of contamination and any associated rubbish, i.e. all traces of gravel, bark etc. must be removed. **You must obtain a clearance certificate from the RHS Show Team before you leave the show ground for the last time.** The RHS will inspect sites at the end of the show. If a garden has not been cleared to a satisfactory standard the school in question will be charged for any costs incurred for the clearing of that garden.

Signage

The RHS will commission a sign for each School Garden that will include the name of the school and the title of the garden only.

Selling & sell-off

No plants or other items may be sold from the display during the show; however, exhibitors may take orders for sales plants, products or services at this time. On the last day of the Show (Sunday), exhibitors are permitted to sell the plants and other items from their displays from 4pm if they wish. At 5pm the Show closes and no further selling is permitted.

Visiting the Show

In addition to the allocation of working access passes for manning the garden, the RHS offer tickets to participating schools at a reduced cost. These have to be purchased through the school, and details will be made available nearer the show.

Children go free to the Show (17-21 July) but must be supervised by a responsible adult. Each paying adult may bring two children 16 years and under free of charge. Children do not require a ticket but will be given a wristband at the entrance which must be filled out with relevant contact details.

If your school wants to visit as a big group on any of the Show days please contact the Assistant Show Manager to request wristbands for the children. There should be a 1 adult to 5 children ratio.

[Environmental Responsibility](#)

[Terms and Conditions](#)

[General Show Regulations](#)

[Judging](#)



Key contacts

Show contacts

Assistant Show Manager
(main contact)



Ash Griffith

Telephone 020 7821 3098
Email ashgriffith@rhs.org.uk

Exhibitor Services Co-ordinator



Lauren Mulvey

Telephone 020 7821 3168
Email laurenmulvey@rhs.org.uk

Health and safety

Telephone 020 7821 3087
Email showshs@rhs.org.uk

Online

Website rhs.org.uk/tatton
Twitter [@The_RHS](https://twitter.com/The_RHS)
[#RHStatton](https://twitter.com/The_RHS)

