



# School Garden Competition Factsheet

RHS Flower Show Tatton Park 2019



# 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 the [www.rhs.org.uk/schoolgardening](http://www.rhs.org.uk/schoolgardening) to read about the many benefits for teachers and students.  
Facebook: facebook.com/rhsschoolgardening  
Twitter: @RHSSchools

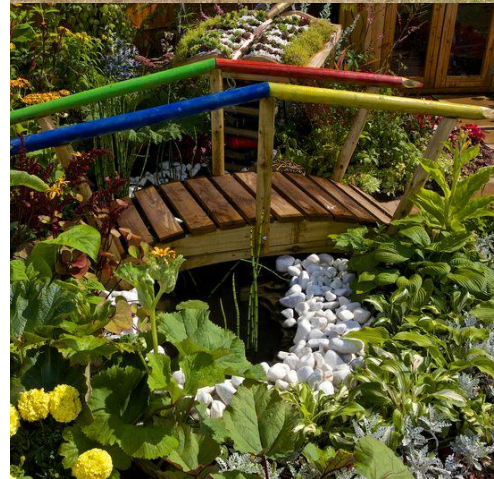
Before completing your application form, please read through this document carefully. It contains important information about:

- 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 the **9 November 2018**.

By completing the application form and providing three electronic signatures (Head teacher, Lead, Assistant Lead) 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 2019.



# 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

- The Head Teacher must allocate the roles of **Lead** and **Assistant Lead** for their school garden.
- The **Lead** position must be allocated to a paid member of staff of the school.
- Allow time for Lead/Assistant Lead staff to attend workshops (2 meetings during spring term).
- Allow time for staff to bring materials onto site and carry out any preparation work.
- 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 or Assistant Lead 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
- 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)
- 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/Pre School:** Up to **£350** maximum

**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 2019.

# Brief and 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)

**High 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

Please design the garden as if it were a front garden, including a pathway that leads to a front door on the backdrop.

The gardens will need to be designed around environmentally 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

## Planting

The children should grow at least **50%** of the plants from seed, plugs or other vegetative propagation methods. The plants should have been growing for at least three months, and should have been potting on at least once. 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.

It must include a front door and at least one window.

The front door must reach the bottom of the backdrop and meet the path of the garden at ground level.

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.

## Props and 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.



## Scrapbook

Each school must prepare an A4 scrapbook which must show all relevant children's work in school, with an emphasis on cross curriculum work. This scrapbook will be judged alongside the garden to provide evidence of the work carried out in school and on build-up days. As much of the scrapbook as possible should be done by the children.

**Primary Schools: a maximum of 15 pages**

**High Schools:** a maximum of **20** pages

Content should include:

- Design of the garden and backdrop
- 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
- The garden budget, including a breakdown of the cost incurred
- The growing of the plants, from seeds, plugs and vegetative propagation.
- 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 (High schools only)

Your scrapbook should be submitted the day before judging Monday 16 July at the latest to the Show Managers Cabin by Gate 1/Exhibitor Entrance.



# Key Dates

The following 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 2019. Further details about each item are given in the [Key Information](#) below.

Item	Date
Application closing date	9 November 2018
Acceptance of Site Contract	14 December 2018
Teacher workshop	January 2019
Teacher and pupil workshop	March 2019
Health & Safety documents submission	April 2019
Build days adults only	Friday 5 – Monday 8 July 2019 8am – 5.30pm
Build days with children	Wednesday 10 – Thursday 11 July 2019 10am – 3.30pm
Maintenance of garden after build adults only	Friday 12 – Tuesday 16 July 2019
Judging	Tuesday 16 July 2019
Show Open	Wednesday 17 - Saturday 20 July, 10am – 6:30pm Sunday 21 July, 10am – 5pm
Breakdown adults only	Sunday 21 July 2019, from 5pm (No vehicle access until 6:30pm)
	Monday 22 July 2019, until 12pm

## 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 2019** - A day introduction for teachers only 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 2019.

**March 2019** – 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 & 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.

## 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 passes				Vehicle passes		
Type of pass	Build up	Show Days (per day)	Breakdown	Vehicle Showground Access	Exhibitor Parking	Delivery
Qty	4	3	4	2	3	4

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

## Build days adults only: 5 – 8 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 and a photograph will be taken to evidence that 80% of the work is carried out by the children.

All adults must follow the regulations outlined in [Health & Safety](#) above.

## Build days with children: 10 – 11 July

A minimum of **80%** of the garden should be completed on these two days by the children, 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 maximum of 8 children per school will be permitted to work on the garden each day.

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: 12 – 16 July**

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 17 – Sunday 21 July**

#### **• Maintenance: between 8am - 9:30am, then 6:30pm - 7pm**

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, **so 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 21 – Monday 22 July**

#### **Sunday 21 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.

#### **Monday 22 July 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 which 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 4.00pm 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.

## More Information

[Environmental Responsibility](#)

[Terms and Conditions](#)

[General Show Regulations](#)

## Key contacts



Assistant Show Manager:  
**Ash Griffith**  
T: 020 7821 3098  
E: [tattonschools@rhs.org.uk](mailto:tattonschools@rhs.org.uk)



Deputy Operational and Exhibitor  
Services Manager:  
**Iona Sparkes**  
T: 020 7821 3357  
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