



RHS Flower Show Tatton Park

21-25 July 2021



School Gardens Competition

Factsheet for Exhibitors

RHS Flower Show Tatton Park

21-25 July 2021

Deadline for applications is **Monday 30 November 2020**.

Click [here](#) for the application form.

Before you apply

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

How to apply

School Garden Agreement

Brief & Theme

Key Information

Key dates and contacts

We also ask you read the RHS Flower Show Tatton Park Manual 2021. It contains detailed and essential information all exhibitors must consider and adhere to.

What is the School Gardens Competition at RHS Tatton?

Each year, schools, and youth groups, in the North West are offered the chance to design and build a School Garden at RHS Tatton Park Flower Show. Working in conjunction with RHS Campaign for School Gardening, this exciting project presents schools, and its pupils, with the opportunity to gain invaluable, hands on experience in the horticultural and gardening world.

To be eligible to enter and compete, schools must be registered with RHS Campaign for School Gardening. Registration is quick, easy and free. Visit schoolgardening.rhs.org.uk to sign up and find out more about how the campaign can benefit and support your teachers and students.

Facebook: facebook.com/rhsschoolgardening

Twitter: [@RHSSchools](https://twitter.com/RHSSchools)



How to apply

After registering your school, or group, with RHS Campaign for School Gardening, you must complete the online form.

Applications must be completed and received by **5pm, Monday 30 November 2020.**

By completing the application form and providing three electronic signatures (Head Teacher, Lead Coordinator, Assistant Coordinator) you are confirming that all signatories have read and understood the School Garden Agreement (pg.3) & Key Dates (pg.8), and that the Head Teacher commits their school to a School Garden at RHS Flower Show Tatton Park 2021.

Each application will be reviewed by the Tatton Show Team. If your application is successful, confirmation of acceptance will be sent and enclose your Acceptance of Site contract. Acceptance of Site must be completed and returned by **Friday 8 January 2021.**



School Garden Agreement

Goals/ objectives for pupils

By participating in the School Garden Competition, we hope to facilitate and develop an understanding, awareness and interest of and in:

- Horticulture, gardening and growing
- Environmentally friendly gardening
- Gardening for native wildlife
- Growing and propagation skills
- Shape, form and colour of plants and how this plays a role in planning a garden.

And develop skills through:

- Working with external partners
- Constructing and planting a garden on site
- Communicating to the general public about their garden on Show days
- Working within the rules of the competition and health and safety guidelines.

Commitment of school support

We ask that all schools and groups:

- Allow time for both the Lead and Assistant Coordinator to attend workshops (two meetings, via Zoom 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, 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 maintain the school's garden whilst installed on site. This includes the lead up to and during the Show
- Allow time for the Lead or Assistant Coordinator to be present on each of the Show days to man the garden and supervise any children in attendance
- To comply with all RHS Health and Safety regulations
- The Head Teacher must allocate the roles of the Lead and Assistant Coordinator for their school garden
- Allocate the Lead Coordinator position to a paid member of school staff
- To transport all tools and materials required to and from the Show site

- To transport pupils to and from the Show site for children's build days
- To remove the entire garden after the Show closes.

Please ensure you have read the above and the following **Key Dates** and **Key Information** sections of this factsheet carefully.

Note, do consider your staffs' ability to commit to this project as the Show takes place at the end of the school Summer Term.

Commitment of budget

The Head Teacher, or youth group Leader, of each participating school must commit a minimum budget for plant material and plywood backdrops.

Pre-school and Primary: Up to £350 maximum.

Secondary, High and Academy: Up to £450 maximum.

Withdrawal penalty

For 2021, we will omit the £350 withdrawal penalty fee to reflect the ever changing circumstances due to COVID-19. However, we urge applicants that withdrawals should only be made if absolutely necessary as it has a huge impact on the Show.



Brief & Theme

Theme

There will be an overarching theme for participating entries to interpret. The theme will be confirmed as part of the first workshop in January 2021.

Size of plot

Primary Schools: 3x3m (backdrop, W: 3m x H: 2m).

Secondary Schools: 4x4m (backdrop, W: 4m x H: 2m).

Provided by the RHS

The RHS will provide:

- A wooden boarder comprising of three sides, at soil level
- A framework to attach your plywood backboard(s) to.

Design

Designs can be based on a front or back garden, but it must include at least one of the following structural features:

- A path
- A water feature (i.e., a pond, birdbath)
- A sculpture
- A bridge
- A wall
- A raised planter or bed
- An idea of your own!

Submissions must also incorporate and focus on environmental and wildlife friendly gardening.

Designs must remain contained within their allocated plot. This includes hanging or suspended features such as umbrellas, hanging baskets, etc..

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

Props and other additions

Character models used in the garden should be proportional in size to the garden's other features.

If building materials such as sand, gravel or shingle are used, the ground must also be covered with a membrane, prior to their application.

No advertising is permitted (e.g. company logos, names).

Additional raised boundaries used around your plot i.e., fencing, cannot be taller than 1m to ensure all plots can be viewed without obstruction.

The use of the following is prohibited:

- Photographs

- Plant labels
- Children's names
- School/ group's name
- Artificial plants and, or turf. However, artificial plants may be used in the backdrop if made by the children.

Planting

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

Plants must be no taller than 2m high.

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

Backdrop

The artwork displayed on the backdrop should reflect your garden's title and theme. Backdrops may include a depiction of a building or dwelling, but this is not compulsory.

Primary Schools: 3x3m (backdrop, W: 3m x H: 2m).

Secondary Schools: 4x4m (backdrop, W: 4m x H: 2m).

Backdrops are to be made from external plywood, 4mm thickness. Panels can be whole, or divided in panels of 1m x 1m or, 1m x 2m to facilitate transportation to the Show.

Primary Schools: a minimum of 70% of the backdrop must be completed by the students.

Secondary School: a minimum of 85% of the backdrop must be completed by the students.

The use of the following is prohibited:

- Photographs
- Plant labels
- Children's names
- School/ group's name
- Artificial plants and, or turf. However, artificial plants may be used in the backdrop if made by the children.

Backdrops should be weather-proof. It is important to use the correct paint and finishing product to ensure it is protected and durable.

The frame and backdrop are not designed to support heavy items, so please be mindful of this whilst designing your plot.

The backdrop will need to be securely fixed to the provided framework by 1730 Monday 12 July. After this, screws can only be inserted into the outer frame or cross members so not to disrupt the adjoining plot's backdrop; gardens are positioned back-to-back in pairs.

No advertising is permitted (e.g. company logos, names).

Record Book

Each school must produce an A4 record book demonstrating how the school garden was created, and the children's involvement at each step of the process.

Primary Schools: a maximum of 15 pages.

Secondary Schools: a maximum of 20 pages.

Content can be presented either single or double sided.

Content should include:

- Where the garden and backdrop design originated from
- Overall budget, including a breakdown of incurred costs
- Any research undertaken by the children on: the theme, gardening for native wildlife and climate change
- Plant research. For example, the names of the plants grown, which plants were grown from seed/ propagated from cuttings or purchased and why
- Making of any props, models etc
- Photos of the children planting the garden on build-up days
- A photo of the completed garden
- Details of any relevant horticultural course undertaken, or community links made as part of the project (Secondary schools only).

Record books must be submitted to the Show Managers' Cabin by Gate 1/ Exhibitor Entrance by **3pm Monday 19 July**, at the very latest, in time for judging.



Key Information

Acceptance of Site

Following acceptance, the RHS will issue an Acceptance of Site contract confirming: site number, plot size and contact details. The AOS will need to be signed and returned by Friday 8 January 2021 to confirm a place at the Show.

Workshops

January 2021: Date TBC. An introduction for teachers only. We will go over the brief, plant health and provide advice and tips on how to get the most out of your School Garden experience. We will also reveal the 2021 theme. This will be held via Zoom.

March 2021: Date TBC. This day will consist of workshops and is an opportunity for schools to showcase their garden ideas. Details to follow.

Health and Safety

Significant risks associated with the build must be identified in a Risk Assessment. A Work Method Statement must also be produced detailing how risks will be controlled and mitigated. Supporting plans may be needed to back proposed working methods; the Shows Health & Safety team can advise on the level of detail required.

Note, by law the Show is deemed as a building site up until the day the Show opens and applies after the Show closes. Further information will be provided on this in the acceptance pack.

Judging and People's Choice

Each garden will be judged and receive a Certificate of Achievement. You can find the judging criteria in the RHS Flower Show Tatton Park Exhibitor Information 2021 pack.

There will also be a People's Choice Award for Primary and Secondary School Garden where Show visitors can vote for their favourite. The winners of the People's Choice Award will receive £50 in gardening vouchers.

Access Passes

All adults (aged 16 or over) who enter the site, for build up, breakdown or on a Show day, will require an Access Pass in order to gain site access.

Access Passes are issued for the sole purpose of building, dismantling and watering your garden on the designated days, supervising children, manning the garden and must only be used for these purposes.

Access Passes will need to be registered for each individual required on site. This is done online via the Online Zone. Login details and instructions on how to do this will be sent to the Lead Coordinator in the Acceptance Booklet. The Lead Coordinator will have sole responsibility of working out staffing rotas and registering the details and

photographs of the required staff onto the system. Note, passes are only valid on preregistered days.

The Lead or Assistant Coordinator must be present on each Show day to manage the manning of their garden.

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

Here is the total number of passes that can be allocated. Please note this information is correct at the time of print and is subject to change.

Access Passes		
Build Up	Show Days (per day)	Breakdown
20	3	12
Vehicle Passes		
Vehicle Showground Access	Exhibitor Parking	Delivery
1	3	4

Build days, adults only: Friday 9 July - Monday 12 July 2021

All plants, landscaping material, backdrops, garden features/ models and tools must be on site by Monday 5 July. The backdrop must also be securely fixed to the frame by this date.

During this allocated time school staff/ volunteers may carry out a small amount of preparation i.e. digging and cutting work, that cannot be undertaken by the children. However, this work cannot amount to more than 20% of the work needed to complete the garden.. A photograph will be taken to evidence this.

School staff/ volunteers may undertake a small amount of ground preparation prior to the adult build days. This is to be discussed and negotiated with the Assistant Events Manager.

Build days with children: Wednesday 14 July - Thursday 15 July 2021

During this time, the remaining 80% of the garden should be completed by up to 8 children (maximum), only under supervision of approved staff.

The School Garden area will be fenced off. Water and toilet facilities will be available within this compound.

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

No children are to leave the compound between arrival and departure. Adults will be able to leave the compound and therefore must adhere to the regulations outlines in the Health & Safety section.

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

A minimum ratio of 1 adult to 2 children must be observed at all times.

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

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

Upon arrival, please notify traffic/security that you are here for the School Garden build. They will direct you to back by Gate 6, located at the bottom centre of Show map. Once the entirety of the school party has assembled at Gate 6, you will be escorted to the School Garden compound. Groups will be escorted one party at a time. Once inside the compound, children must remain there. Adults can move freely throughout the day.

At the end of the day, please wait to be escorted from the compound by a member of the Health & Safety/ Show Team. Parties will be escorted one group at a time.

Maintenance of the garden after build: Friday 17 - Tuesday 21 July 2021

Children are not allowed onsite during this time.

All adults must follow the regulations outlined in the Health & Safety section when on site.

All tools, excess materials and waste must be removed from site completely by Friday 17 July.

A rota for watering all gardens will be issued, so it is not necessary for all schools to go on site every day.

Shows Days: Wednesday 21 - Sunday 25 July 2021

Maintenance to be carried out before 0930, then after 1830.

Manning: 0930 – 1830.

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

Watering is done twice, daily. Two schools will be responsible for watering either in the morning, or evening of each show day.

The person watering on behalf of the school will require a working access pass. This counts as one of that day's allocation.

Children are only allowed onsite when the Show is open. If you are assigned a watering duty, you cannot have children with you.

Each school must man their garden during the Show. Three working access passes will be allocated for the purpose.

It is the Lead Coordinator's responsibility to ensure that anyone manning the garden is knowledgeable enough to speak to the press, and or public, about the garden.

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

Any child present at the garden during the Show must have a photo permission form completed for them by a parent or guardian.

Breakdown: Sunday 25 - Monday 26 July 2021

Sunday 25 July, after 6.30pm

The site reverts to a designated building site at 5pm, once the Show has closed. At this point, all children must be



removed from the site and all adults clearing their plot must follow the Health & Safety regulations.

There are a limited number of Sunday specific vehicle site access passes for School Gardens. Therefore, these must be arranged in advanced so the RHS can control and regulate traffic.

Monday 26 July, until 12pm

Each school must completely clear their plot, including their backdrop by 1200. This includes the removal of all plant, building material and associated rubbish i.e. all traces of gravel, bark etc. to mitigate contamination.

You must obtain a clearance certificate from the RHS Show Team before you leave the showground 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 acquired for the clearing of that plot.

Signage

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

Selling and Sell-off

No element of the garden, including plants, can be sold from the garden during the Show. However, exhibitors may take orders on the last Show day (Sunday) and are permitted to sell from their display from 1600, if they wish. At 1700, 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 offers tickets to participating schools at a reduced cost. These have to be purchased through the school. Further details will be made available nearer the Show.

Children can attend the Show for free (21 – 25 July 2021) 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 give a wristband at the entrance which much be filled in with relevant emergency contact details and worn at all times.

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

Further online information

Judging

Environmental Responsibility & Banned Plants List

Terms & Conditions

General Show regulations



Key dates

The following times and dates are specific to the School Garden category. They are a guide and subject to change. Any additional changes will be communicated to via one of your RHS key contacts.

Event	Guide date
Application deadline	5pm Monday 30 November
Acceptance of Site deadline	5pm Friday 8 January
Teacher workshop	January (TBC)
Health & Safety documents and Access Pass submission deadline	Friday 5 March
Teacher and pupil workshop	March (TBC)
Adult build days	Friday 9 - Monday 12 July
Children build days	Wednesday 14 & Thursday 15 July, 10am - 3pm
Record book deadline	Monday 19 July 3pm
Watering rota after build	Friday 12 - Tuesday 21 July
Judging	Tuesday 20 July
Show open days	Wednesday 21 - Saturday 24 July, 10am - 5.30pm Sunday 25 July, 10am - 5pm
Breakdown (adults only to remove exhibit)	Sunday 25 July from 6.30pm Monday 26 July until 12pm

Key contacts

Assistant Events Manager (Main Contact)



Cathryn Quail

Telephone **020 7821 3019**

Email cathrynquail@rhs.org.uk

Exhibitor Services Co-ordinator



Imogen Grubin

Telephone **020 7821 3357**

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Health and safety

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Online

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