



Booking Schools' Workshops 2011-2012

History, Geography, Literacy, Citizenship	<i>Price per Pupil</i>		Science, Maths and DT	<i>Price per Pupil</i>	
	Member School	Non- Member School		Member School	Non- Member School
Key Stage 1					
Toys from the Past	£2.85	£3.35	Fossils	£2.85	£3.35
Gallery visit - Citizenship	£2.85	£3.35	Creepy Crawlies	£2.85	£3.35
Workshops are also available for pre-school pupils			Nature's Colours & Patterns	£2.85	£3.35
Key Stage 2					
Ancient Egyptian Beliefs about Life After Death	£3.85	£4.35	Minerals and Rocks	£2.85	£3.35
Ancient Greek Theatre	£3.85	£4.35	Light and Sight	£2.85	£3.35
Roman Life in Britain	£2.85	£3.35	Museum Detectives	£2.85	£3.35
The Holocaust through Toys	£2.85	£3.35	Thermal Insulation	£2.85	£3.35
			Skeletons and Muscles	£2.85	£3.35
			Shoe Design	£2.85	£3.35
Key Stage 1 and 2					
General Gallery visit	£2.25	£2.85	Magnetic Magic	£2.85	£3.35
The History of Haslemere - Local Area Study	£2.85	£3.35	Structures for Strength	£2.85	£3.35
There is a minimum charge per workshop: £45 for member schools and £55 for non-member schools			Freshwater Studies	£3.35	£3.85
			Freshwater Studies with Surrey Wildlife Trust	£7.20	£7.70
Key Stage 3 & 4					
General Gallery visit	£2.25	£2.85	Rocks & Minerals	£3.00	£3.50
The Weald	£3.00	£3.50	Evolution	£3.00	£3.50
The History of Haslemere - Local Area Study	£3.00	£3.50	Living World	£3.00	£3.50
Holocaust	£3.00	£3.50	Environmental Awareness	£3.00	£3.50
We can also tailor workshops to support a theme, just talk to our Education Officer to see how we can help your students maximise their learning			Ethnic Design	£3.00	£3.50
			Pottery	£3.00	£3.50
			Textiles	£3.00	£3.50





Booking

To book a visit please phone or email our Education Officer on 01428 642112 or education@haslemereuseum.co.uk

We will need the following information:

Proposed date

Workshop

No of pupils

School/teacher contact details

- Our shop has lots of goodies linked to the collections and workshops – we recommend around £3.50 per pupil. We can also make bags up for schools in advance, just let us know how much you want to spend
- If you wish to stay for a packed lunch we have an indoor space and a lovely lawn if it is sunny
- Morning workshops: if you wish to stay and visit the galleries after lunch we can provide you with drawing materials and/or gallery quizzes at no extra charge.

Terms & Conditions for School Bookings

- A booking will be taken as confirmed if within 3 working days we do not hear from you to the contrary, this is to allow for problems with coach bookings etc but at the same time ensure that school 'enquiries' are not blocking other schools from making bookings.
- Although the Museum carries out its own risk assessments it is still the responsibility of visiting schools to carry out their own risk assessment of the site.
- In order to comply with the Museum's 'Guidelines for working with children and vulnerable people', visiting groups are requested to provide the following minimum adult: child ratios. (Pre-school 1:2) (KS1 1:4) (KS2 1:6) (KS3 & 4 1:10)
- Adult leaders accompanying school groups are expected to act in 'loco parentis' at all times and are responsible for the behaviour of their pupils.





- The Museum does not have a designated First Aider; adults accompanying school visits are responsible for any First Aid required by their pupils.
- In case of emergency a list of pupils must be kept with the lead adult at all times.
- Schools are requested to bring a bag for rubbish and remove all rubbish from lunches etc at the end of the day
- Unless otherwise notified the Museum assumes permission to photograph visiting pupils and use such photos (without names) for internal promotional purposes. Photos may also be used in press releases sent to local press, including Haslemere.com

Cancelled bookings will incur the following costs:

- Bookings cancelled with more than 4 weeks notice will incur an administration fee of £10
- Bookings cancelled with less than 4 weeks notice will incur an administration fee of 50% of the total charges
- Bookings cancelled with 2 weeks or less notice and bookings who do not arrive will incur an administration fee of 100% of the total charges

Please ensure that all adult helpers read these guidelines before your visit.

- To ensure the health and safety of pupils visiting the Museum adult helpers will be expected to stay with their designated groups at all times.
- Adult helpers will be responsible for monitoring the behaviour of their group. They are requested to set the pupils a good example by switching off mobile phones, not chatting and by giving the activity their undivided attention.
- Adult helpers are asked to support their group's learning but to refrain from answering questions or carrying out tasks for them. Please ensure that any questions asked by adults are at an appropriate level for the group's understanding.

If you have any queries please contact the Education Officer who will be happy to discuss any special requirements your group or visit might need to ensure your visit is a fun and successful learning experience.

