



HASLEMERE EDUCATIONAL MUSEUM

SCHOOL WORKSHOP GUIDE

TERMS AND CONDITIONS

- 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 has 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
- Although the Museum can provide drinking water for children schools are asked to bring cups or water bottles
- 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 the town diary www.haslemere.com.

CANCELLED BOOKINGS

Please note that 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

Haslemere Educational Museum

78 High Street, Haslemere, Surrey, GU27 2LA

Tel: 01428 642112 | enquires@haslemeremuseum.co.uk | www.haslemeremuseum.co.uk

PLEASE SIGN THIS DOCUMENT AND BRING IT WITH YOU ON YOUR VISIT

Name _____

Date _____

School _____

GUIDELINES PRIOR TO YOUR VISIT TO HASLEMERE MUSEUM

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.

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