



# WSRHT Education Service: Teachers' Terms and Conditions for School Visits

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1. All school visits must be booked in advance and confirmed by the WSRHT.
2. A school session booking is deemed as confirmed once the Booking Confirmation email has been sent to the school by the Education and Learning Officer.
3. Once confirmed, the booking is established and the school agrees to meet these Terms and Conditions.
4. The maximum group size for all Learning Sessions is 32 pupils.
5. If urgent circumstances mean that you need to change the date of your booking, we will do our best to accommodate you, if our capacity allows.
6. Visit itineraries are sent in advance. Please try to adhere to the timings listed on these as late arrivals may result in you missing your train. If you are running late, please contact us as soon as possible so that we can help.
  - a. Gauge Museum:
  - b. Bookings:
7. Accompanying adults are charged at children's rates for train fares. Entry to the museum is free.
8. Schools must adhere at all times to the Standard Conditions for School Groups Visiting the Gauge Museum and to the Risk Assessments, Safe Systems of Work and Health and Safety Requirements published online. This applies at all times on Museum premises, including during Learning Sessions with Education Officers.
9. It is the responsibility of the Group Leader to be absolutely familiar with all documents referred to in point 8 and these Terms and Conditions before the day of the visit and to ensure that all accompanying adults and children are fully briefed.
10. Teachers wishing to conduct their own additional Risk Assessment should do so during a free Familiarisation Visit. Please contact our Learning Officer to arrange a visit. We are happy for any school staff that will be accompanying the children on the day to attend the Familiarisation Visit, so that everyone feels fully confident about their visit.
11. Whilst we are happy for you to take photographs of the children in your own school, at points that the Education Officer will stage for you, we do not permit filming of any Education Officer or volunteer led session.
12. Please bring enough copies of your group timings for all of your accompanying adults on the day of your visit, so that everyone has a record of the timings and location/s of your Learning Session/s and of Lunchtime slot/s.

13. The school is responsible for the cost of transport to and from the WSR and for any optional extras such as purchases from the Gift Shop. 32) Educational activities at STEAM are VAT exempt.
14. Items are brought to the Museum at your own risk. We accept no liability for any items lost or stolen during your school visit.