

# BOOKING INFORMATION

## BOOKING IS ESSENTIAL FOR ALL THE WORKSHOPS INCLUDING SELF – GUIDED VISITS.

Please telephone the Learning Support Office on **01295 753785** or email **enquiries@banburymuseum.org**

**To discuss your visit in greater detail please contact:** Suzi Wild – Education Manager on 01295 753784.

### CONFIRMATION OF YOUR BOOKING

Following the confirmation of your booking we will send a school visit pack which will include a workshop plan and additional information which will prove useful for your visit and for sharing with accompanying adults.

### CANCELLATION POLICY

Unless an alternative date can be found, visits cancelled within 28 days of the school visit will incur a 50% cancellation fee. Visits cancelled within 7 days of the school visit will incur a 100% cancellation fee.

### PARKING FACILITIES

A coach/car drop-off point is situated at the back of the museum in Spiceball Park Road.

### LUNCH FACILITIES

The education studio is available as a picnic area in poor weather or as desired.

### ADULT/PUPIL SUPERVISION

We require a ratio of 1 adult:5 pupils for KS1 and KS2 visits.

Additional adult supervision required for the ‘Canal Experience and Boat Trip’ workshop.

For outreach workshops – class teacher to remain in the workshop at all times.

### BANBURY MUSEUM TRUST DBS POSITION STATEMENT

The Museum recognises that a Disclosure and Barring Service (DBS) check, with barred list check, is required by law on any member of staff or volunteer who has regular unsupervised contact with children. Regular in this context is defined as unsupervised contact on one or more occasions a week. As our museum staff do not fit this definition, they are not required to be checked. It is the responsibility of the visiting school to ensure schools leaders hold the appropriate DBS clearance.

### RISK ASSESSMENT

A workshop risk assessment will also be sent prior to your visit.

**“VERY HELPFUL STAFF GUIDING ME THROUGH THE PROCESS OF BOOKING AND THROUGH A PRE-VISIT.”**

Teacher feedback.