



## *Booking Form: School Visit Education Workshop & HTL Education Membership Service*

To book a **School Workshop**, please complete the form and email it to [learning@heritagelincolnshire.org](mailto:learning@heritagelincolnshire.org). Your workshop will be confirmed by an email from a member of the Community Heritage Team. Alternatively, if you wish to subscribe to our **Education Membership Service**, please complete the first six rows below and indicate at the end of the form which subscription service you are interested in, returning the form to the above email address. One of the Community Heritage Team will then get in touch and discuss your specific requirements.

<b>Name of School</b>		
<b>School Address &amp; Postcode</b>		
<b>Telephone no. (include extension if applicable)</b>		
<b>Mobile no. (if available)</b>		
<b>Name of teacher making the booking</b>		
<b>Email of teacher making the booking</b>		
<b>Date of workshop requested*</b>	<b>1<sup>st</sup> Choice</b>	
	<b>2<sup>nd</sup> Choice</b>	
	<b>3<sup>rd</sup> Choice</b>	
<b>Name of workshop requested</b>		
<b>Full day (£300 plus VAT) or half day (£200 plus VAT)</b>		
<b>Number of classes</b>		
<b>Number of pupils in each class</b>		
<b>Year group/s of pupils taking part</b>		
<b>Timings of the workshop session/s</b>		
<b>Is there parking onsite?</b>		

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<b>Confirm Invoice Arrangements?</b>	
<b>Are there any students with special needs / allergies that we need to be aware of? If yes, please note details here, or write 'To follow'</b>	
<b>Please provide any other useful information or queries about your booking request</b>	
<b>Do you require a DBS / ID to be produced on arrival?</b>	
<b>Please confirm you have attached your school COVID Risk Assessment**</b>	
<b>I confirm I have read and agree to the Terms and Conditions supplied by Heritage Lincolnshire</b>	
<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Title/ Position:</b>

\* Whilst we may not be able to confirm your preferred first date, we will, where possible, offer an alternative.

\*\* If you cannot supply this at the time of booking, we require a Risk Assessment or COVID Secure Visitor Statement two weeks prior to your workshop, for us to complete our own School Visit Risk Assessment and return this to you.

**If applicable below; please indicate which Education Membership Service you wish to subscribe to:**

**Bronze**

**Silver**

**Gold**

**Please tick this box to receive the latest news about Heritage Lincolnshire's school outreach workshops**

**Where did you hear about our school workshops?**

- Heritage Lincolnshire website
- Google
- Word of mouth
- Other .....



## *Terms and Conditions (including cancellations)*

Please read these carefully before signing to ensure smooth running of your day. During your educational archaeological workshop, provided by the Heritage Trust of Lincolnshire, we, Heritage Lincolnshire, agree to:

- Ensure we have completed a thorough COVID-Secure Risk Assessment for the activities we offer and any additional resources we introduce into the classroom (please note that this is a supplement to your school's own risk assessment) which will be submitted this to you at least one week prior to our visit.
- Adhere to the school's visitor policy concerning DBS clearance, although we expect our staff member to be accompanied by a member of staff for the duration of their school visit.
- Lead the agreed workshop for the class of students on your preferred date or a suitable alternative.
- Ensure a fully inclusive environment where all children are given equal opportunity to participate.
- Produce a copy of our Public Liability Insurance (held with Towergate Ltd) on request.
- Supply any additional materials needed for the activities, with the assumption that basic stationery and writing/colouring materials will be available.
- Treat all students fairly, in accordance with our Equality and Diversity policies.
- Try to resolve fairly any problems, complaints, or difficulties you or the students may have during your experience, if it is identified in a timely fashion during our visit.
- Endeavour to offer an alternative suitable date to run the workshop if we are forced to cancel due to unforeseen circumstances. If no alternative can be found, a full refund will be offered.

In return, we ask that the lead teacher/s agree to:

- Provide the Schools COVID Secure Risk Assessment or equivalent concerning school visitors at least two weeks prior to our visit to ensure we can complete and return our own Risk Assessment to you.
- Notify Heritage Lincolnshire of any students with additional needs and/or allergies at least one week prior to the confirmed workshop date.
- Ensure that there is always an adult representative from the school in the class when the workshop is running. We ask that the designated lead teacher remains with the students for the duration of the booked workshop/s and always remain with them during the session except for immediate and unexpected personal/student care needs.
- Help encourage the students to fully participate in the activities to the best of their abilities.
- Inform the representative from Heritage Lincolnshire if they have any queries or concerns during the workshop.
- Take responsibility for the behaviour of the class throughout the session.
- Raise any Health and Safety concerns immediately with the representative from Heritage Lincolnshire.
- Confirm payment arrangements of our invoice before the date of the workshop and provide a Purchase Order if required.
- If photos are taken of the workshop, send a selection of GDPR compliant images to Heritage Lincolnshire that can be used to advertise our activities on social media and / or promotional material. The school will be named alongside, but no individual names / class names will be used.
- Notify Heritage Lincolnshire in a timely fashion should they need to cancel the workshop to allow enough notice to negotiate an alternative date. If none can be found, a full refund will be offered for cancellations a week before the workshop and a 50% refund is offered for cancellations 24 hours before the commencement of the workshop. Unfortunately, no refund can be offered for cancellations less than 24 hours before the workshop commences.