**BRIGG HERITAGE CENTRE**

**BHC - SCHOOLS VISITS: BOOKING FORM**

**Please complete form and return marked FAO ‘BHC Manager’ to: briggheritage.centre@northlincs.gov.uk**

 **Please arrange a pre-visit to discuss options and carry out your risk assessment.**

**School Details:**

**School Name:**

**School Address:**

**Group Leader:**

**Contact Details:**
Tel:
Email:

**Year Group: Number of Children:** *(max 30)*

**Children:**

**Preferred date: Alternative date:**

**When:**

**Package:***please mark ‘X’*

**£4.50 per child £2.50 per child
Package One (FULL DAY) Package Two (AM) or (PM)**

**10:00 - 14:00 9:45-11:45 or 12:45 to 14:45**

*(delete as appropriate)*

**Purpose of visit:**

**Request for learning options:**

**IMPORTANT INFORMATION FOR YOUR VISIT**

 **Please also refer to the Teacher Responsibilities / Pre-Visit document
\*\*\* Available to download from www.briggheritage.org \*\*\***

Thank you for booking a school visit to **BRIGG HERITAGE CENTRE**.
**We hope you all enjoy your day!**

**To help your visit run as smoothly as possible, please be aware of the following:**

* All areas of Brigg Heritage Centre and the buildings/rooms we will use during your visit are fully accessible for wheelchair users and people with limited mobility.
* Please let us know as soon as possible of any particular circumstances or requirements, for example disabilities or children who may have special needs requirements. This will enable us to adapt our workshop activities to individual needs.
* A member of the Education Team will meet you upon arrival and take you to an appropriate room where the children will be able to leave their coats, belongings and lunch boxes.
* The Education Team will welcome you and introduce themselves, run through health and safety and give a brief overview on what will happen during the visit.
* It is often the case that at least one of the workshops will include craft activities. It may be helpful to bring a suitable container to transport finished items back to school.
* A suitable area will be made available for the children to eat their lunch. Children must be supervised!
* We do have a ‘Little Shop’ - we may be able to provide specified items on a ‘pre-agreed’ fee as part of the visit (which will added to the invoice) which is applicable to each child and therefore would be a supplement in addition to the education package cost.
* Full toilet facilities are available in all buildings that we may use during your visit.
* It would be helpful for children to arrive wearing name labels.
* Before your visit it is best to subdivide your children into equal sized groups. The education team will advise in advance how many groups this will be.
* We will ask you to complete an Feedback/Evaluation Form at the end of the visit. This will enable us to tailor our educational offer for future users. Thank you for your co-operation with this.
* Please note we have all relevant statutory requirements in place for educational visits.
These include: Children Safeguarding Policy, Health and Safety Policy, Equality/Diversity
and Inclusivity Policy, Risk Assessments – for the building and for individual activities.

**General Notes Page - Relating to your booking**

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**Notes:**