



BOOKING INFORMATION & GUIDELINES FOR LEARNING GROUPS

PLEASE READ BEFORE COMPLETING YOUR BOOKING FORM

We are pleased to offer free entry to all learning groups visiting our historic properties. The only conditions are that planned educational work is undertaken during the visit and that it is led by a group leader. When applying for bookings, please consult the relevant property guide* for learning groups to find:

- all the properties you can visit listed by region with regional office details – please contact the regional office nearest the property you want to visit if you have any queries or if you would like to book a free preliminary visit before deciding whether or not to book a group visit
- properties which additionally offer Discovery Visits (award-winning and expert-led interactive learning activities) for a small charge
- properties which offer special learning resources or facilities such as education rooms, handling collections and costume boxes which you can reserve when booking
- which properties are best to visit for specific historic periods or topics

* Available in print and digital formats for the North, South, East and West of England from education@english-heritage.org.uk or www.english-heritage.org.uk

HOW TO BOOK YOUR FREE VISIT

Choose any of these ways to book our free entry scheme for a self-led project, buy an expert-led Discovery Visit or combine both. Simply apply at least 14 days in advance or earlier for exceptionally popular properties such as Dover Castle and Stonehenge.

Choose your English Heritage property

Visit www.english-heritage.org.uk/education where you can download booking information and guidelines for learning groups, property guides and regional maps.

Online booking

Visit www.english-heritage.org.uk/onlinebooking where you can complete your booking online. (Not all properties have online booking available. If the property you wish to book is not listed, please contact the regional booking office in that area for further information)

Post or fax your booking

Complete this form in BLOCK CAPITALS and post or fax it to the regional office nearest your chosen property.

Phone bookings

Contact the regional office nearest your chosen property. Where there is an answerphone service please provide your name, contact number, chosen property, chosen date and the size of your party.

Please note all bookings must be made by and contain the contact details of the school representative or group leader who will be accompanying each group of learners. We can not accept bookings from commercial operators such as tour operators, language schools or similar.

Booking confirmation

Confirmation of your booking will be sent by email. Post or fax will only be used if we encounter problems with email addresses.

Where appropriate you will receive or be given website links to:

- **a visit permit** to be presented to property staff on the day of your visit. This may also be used to give you **free entry for a planning visit** and **20% discount on the property guide book**.
- **hazard information** to help you with your risk assessment. English Heritage carries £5 million Third Party Liability (PLI) Insurance Cover for the risks associated with visitors to our sites. A copy of our insurer's letter confirming cover is available from the regional office on request. As part of your risk assessment; please check with your LEA or employer about their own insurance and health and safety requirements.
- **teaching resources** (where available) to help you plan and develop work before, during and after the trip. Further free, downloadable resources are available at www.english-heritage.org.uk/education and www.heritage-explorer.org.uk
- details about buying **goods** and ordering **packed lunches** and **goody bags** from shops at selected properties. Shop visits can add to the enjoyment of a trip. There are many items to choose (from as little as 50p) and proceeds from sales go towards the upkeep of our properties.

BOOKING POLICY TERMS & CONDITIONS

Educational groups eligible for free entry

- formal education groups including schools, colleges of further, higher and adult education, and universities (please see the first paragraph overleaf and "Groups not eligible for free entry" list below for tours arranged on a commercial basis)
- groups with special learning needs or disabilities, groups of gifted and talented children and mentoring services (you can let us know of any specific needs or ways that we could make your visit more effective when booking)
- lifelong learner groups – the Workers' Educational Association, local authority classes and the U3A
- organised informal education groups including Scouts, Cubs, Guides, Brownies and similar youth groups, such as the Young Archaeologist's Club
- home educators who are members of Education Otherwise, The Home Service, the Home Education Advisory Service or TEACH and other home educating families at our discretion. Free entry extends to parents with their children as part of such visits
- National Trust Education Group members to a number of properties if qualifying for a visit under our terms & conditions and pre-booked using the application form. The sites include Stonehenge, Housesteads Roman Fort, Dunstanburgh Castle, Hailes Abbey, Hardwick Old Hall and Mount Grace Priory

Groups not eligible for free entry but eligible for 15% discounted entry (10% at Stonehenge)

- parties of 11 or more visitors who are paying together but do not qualify for free educational visits because they are on a leisure visit which does not involve planned education work at the property. Each coach also receives free entry for one tour leader and one coach driver. English Heritage members, coach drivers and tour leaders do not count towards the group total. Please contact the property directly if your group is not eligible for free entry
- summer schools, study holiday groups and lecture tours for adults including those arranged on a commercial basis by universities and other organisations
- groups wishing to use outside providers such as tour guides, artists and theatre groups
- EFL and Language Schools

Property and access information

To help you see at a glance which learning resources, facilities, activities and topics are available where, download our **area maps** and national and regional **properties guides for learning groups** from www.english-heritage.org.uk/education. These also show which properties are best for specific periods or subjects and which offer Discovery Visits. For detailed general information on properties, their location, access, public opening hours and facilities please see the individual property pages.

Our free Access Guide (www.english-heritage.org.uk/upload/pdf/Disability_Guide.pdf) gives details of sites with facilities specifically for visitors with disabilities and will help if any of your learners have particular requirements. The guide is also available in Braille, tape cassette, disk or large print formats from Customer Services on 0870 333 1181.

Group sizes

Typically all properties can welcome at least one class or group of 30 with helpers. Most can accommodate much larger numbers.

Arrival and entry times

- Please arrive on time. Call the property or appropriate regional office if you need to change the time of arrival, cancel the visit or if you are unavoidably delayed
- The free entry scheme does not cover entry to public events. Education groups are welcome to visit these on payment of the relevant site and event entry fees – the normal discount rate applies for groups of 11 or more. For a free Events Diary, call Customer Services on 0870 333 1183

Cancellations

If you need to cancel your visit for any reason, please contact the appropriate regional office. Charges will be made for Discovery Visits if cancelled less than two weeks before the intended visit.

Weather conditions

Visits can go ahead in light rain as cover is available at most properties. In severe weather conditions it is possible that the property may have to be closed at short notice for public safety. If in doubt, please contact the property or consult our website before travelling.

Use of audio tours

We regret that we are unable to provide audio tours for school groups. However:

- Group leaders may use audio tours free of charge (where available) on a preparatory visit to aid familiarisation with the site
- Adult education groups may be able to hire audio guides for a fee. To pre-arrange audio tours, please contact the property directly
- Tourism students evaluating on-site facilities as part of their course work can use audio tours if available
- Audio tour scripts to help prepare for visits are available for some properties – please enquire when booking

Other terms and conditions

- By booking a free educational visit you must accept our terms and conditions of entry. You may be asked to supply proof of status and details of the organisation you belong to or the educational work planned on site
- We reserve the right not to grant free entry
- A few properties may make a charge for additional services and facilities due to management arrangements

Contact the regional office nearest your chosen property:

- **LONDON** 020 7499 5676
- **SOUTH EAST** 01483 252013
Deal, Dover & Walmer Castles 01304 209899
Isle of Wight 01983 280201
- **SOUTH WEST** 0117 975 0720
Stonehenge 0117 975 0688
- **WEST MIDLANDS** 0121 625 6864
- **EAST MIDLANDS** 01604 735440
- **EAST OF ENGLAND** 01223 582732
- **NORTH OF ENGLAND** 01904 601917

5 About your group

You will be fully responsible for your group during the visit. The minimum ratio of adults to students is:

- 1:6 up to and including Year 3 (8 years and under)
- 1:15 for all other groups aged under 18 (except for Tintagel where the ratio is 1:10 for Year 4 upwards, 9–18 years)

Indicate quantity:

Number of Learners

Number of Group leaders/accompanying adults

Under 18s:

School/College year group

Age of students

Key stage

Tick here if group members are over 18

Further Education

Higher Education

Adult/Continuing Education

Initial teacher training

In-service training

Other (please specify)

Please indicate if your group has special requirements

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6 What are you studying?

What particular curriculum subjects or themes will your visit cover?

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What are the learning objectives for your visit?

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7 Staying in touch

Heritage Learning is a free magazine packed full of topical cross-curricular teaching ideas. It is currently produced twice a year and posted to each school in England but we would prefer to send it electronically where possible. Please tick your preference.

- I would like to access Heritage Learning electronically via my email address
- I would like to receive Heritage Learning by post at the address provided (UK addresses only)
- I would like to subscribe to regular e-newsletters with information and offers

Email address if different from that provided overleaf

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Where did you hear about the free entry scheme for learning groups?

- English Heritage website
- Other website (please specify)
- English Heritage guide or leaflet
- E-newsletter
- Introduce a learning group scheme email
- Advert (please specify)
- Other (please specify)

Signature of group leader

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Name of group leader (in caps)

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Date

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- From time to time, we may send you information about English Heritage. If you DO NOT wish to receive this, please tick this box.
- We may also wish to give your name and address details to carefully selected organisations that may be of interest to you. If you DO NOT wish us to do so, please tick this box.
- We may contact you by telephone to tell you about the work we do and other ways you can help us. If you DO NOT wish to receive a call, please tick this box.

If you would like this document in a different format, please contact
our Customer Services department:
Telephone: 0870 333 1181
Fax: 01793 414926
Textphone: 01793 414878
E-mail: customers@english-heritage.org.uk