



ENGLISH HERITAGE

FREE EDUCATIONAL VISIT BOOKING FORM

Please read all the guidance notes first and then complete all sections of the form in **BLOCK CAPITALS**

Detach the original form and post or fax it to the appropriate regional office at least 14 days before you wish to visit.

For busier sites you will need to book much further in advance to avoid disappointment.

PLEASE DETACH AND PHOTOCOPY FOR REFERENCE

PROPERTY TO BE VISITED	
-------------------------------	--

Name and address of educational establishment	
Name	

Address	

Town	

County	
Post code	

Country	
IF NOT UK	

GROUP LEADER	
Name	
Position	
Daytime Tel	
Fax	
e-mail	
Mobile Tel (for emergency)	

VISIT INFORMATION	
Visit Date	/ /
Alternative Dates	/ / ----- / /
Pupil/Student Numbers	
Teacher/Adult helper Numbers	
Start Time	
Finish Time	

At some sites we have special resources or facilities for visiting educational groups. The regional office will advise whether any are available at the property you wish to visit.

EDUCATIONAL LEVEL	
Foundation	<input type="checkbox"/>
Key Stage 1 (5-7 yrs)	<input type="checkbox"/>
Key Stage 2 (8-11 yrs)	<input type="checkbox"/>
Key Stage 3 (12-14 yrs)	<input type="checkbox"/>
Key Stage 4 (15-16 yrs)	<input type="checkbox"/>
16-18yrs (School/College)	<input type="checkbox"/>
Further Education	<input type="checkbox"/>
Higher Education	<input type="checkbox"/>
Adult/Continuing Education	<input type="checkbox"/>
Initial Teacher Training	<input type="checkbox"/>
In-service Training	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

SUBJECT AREAS	
Please indicate what your visit aims to cover in preparation, on-site and follow up work	
History <input type="checkbox"/>	Art <input type="checkbox"/>
Geography <input type="checkbox"/>	Religion <input type="checkbox"/>
English <input type="checkbox"/>	Archaeology <input type="checkbox"/>
Maths <input type="checkbox"/>	Citizenship <input type="checkbox"/>
Science <input type="checkbox"/>	Heritage/Tourism <input type="checkbox"/>
Design <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

If you are booking a free familiarisation visit, please tick here

Is the group visit part of a residential study programme?
YES NO

Name of residential centre

If your group has any special needs, please specify.

If you are a newly qualified teacher please tick here

I accept English Heritage's conditions of free entry as set out in the admissions policy	
SIGNATURE OF GROUP LEADER	
	DATE
Spring 2005 Edition Product Code 32008	

BOOKING OFFICE CONTACTS

SOUTH EAST REGION

Eastgate Court
195-205 High Street
Guildford
GU1 3EH
Tel 01483-252013
Fax 01483-252001
Hampshire, Kent (except Dover,
Deal and Walmer), Oxfordshire,
Surrey, East and West Sussex.

DOVER, DEAL & WALMER CASTLES ONLY

Dover Castle
Dover
Kent
CT16 1HU
Tel 01304-209899
Fax 01304-204475

ISLE OF WIGHT SITES ONLY

Osborne House
State Apartments
East Cowes
Isle of Wight
PO32 6JY
Tel 01983-280201
Fax 01983-281380

LONDON REGION

Education Liaison Officer
Apsley House
149 Piccadilly
London
W1J 7NT
Tel 020-7499 5676 x23
Fax 020-7493 6576

SOUTH WEST REGION

29 Queen Square
Bristol
BS1 4ND
Tel 0117-975 0720
Fax 0117-975 0677
Cornwall, Devon, Dorset,
Gloucestershire, Somerset,
Wiltshire (except Stonehenge).

STONEHENGE ONLY

English Heritage
Abbey Buildings
Abbey Square
Amesbury
Wilts
SP4 7ES
Tel 01980-625368
Fax 01980-623465

WEST MIDLANDS REGION

112 Colmore Row
Birmingham
B3 3AG
Tel 0121-625 6864
Fax 0121-625 6821
Herefordshire, Shropshire, Staffs,
Warwickshire, West Midlands,
Worcestershire.

EAST MIDLANDS REGION

44 Derngate
Northampton
NN1 1UH
Tel 01604-735440
Fax 01604-735401
Derbyshire, Leics, Lincs, Northants,
Notts, Rutland.

EAST OF ENGLAND REGION

Brooklands
24 Brooklands Avenue
Cambridge
CB2 2BU
Tel 01223-582732
Fax 01223-582701
Bedfordshire, Cambs, Essex,
Norfolk, Suffolk.

YORKSHIRE REGION

37 Tanner Row
York
YO1 6WP
Tel: 01904-601917/901
Fax: 01904-601999
East Riding, North Yorkshire,
South Yorkshire.

NORTH EAST REGION

Bessie Surtees House
41-44 Sandhill
Newcastle-upon-Tyne
NE1 3JF
Tel 0191-269 1200/1227
Fax 0191-261 1130
Durham, Hadrian's Wall sites,
Northumberland, Tyne and Wear.

NORTH WEST REGION

English Heritage
Canada House
3 Chepstow Street
Manchester
M1 5FW
Tel 0161-242 1400
Fax 0161-242 1401
Cheshire, Cumbria, Lancs.

FOR SCOTLAND CONTACT

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Tel 0131-668 8793
www.historic-scotland.gov.uk

FOR WALES CONTACT

Cadw
Education Visits
National Assembly for Wales
Cathays Park
Cardiff
CF10 3NQ
Tel 029-2050-0200
E-mail
Cadw.education@wales.gsi.gov.uk

Please note that you should
contact these organisations
directly to apply for free
educational visits in Scotland and
Wales.

FREE EDUCATIONAL VISITS SCHEME

Please read the guidance notes carefully before completing and returning the booking form.

ADMISSIONS POLICY

Visits to about 150 properties must be booked in advance. These include our staffed sites and some others where you will need to make prior access arrangements, for instance with a key keeper. Over 250 other sites can be visited at any reasonable time without advance booking.

Free admission is granted to educational groups on condition that planned educational work is undertaken on site. Those eligible include:

- formal education groups including schools, colleges of further and higher education and universities (including accredited extra-mural or continuing education courses)
- life long learner groups including the Workers' Educational Association, University of the Third Age and local authority classes
- organised informal education groups including Scouts, Cubs, Guides, Brownies and similar youth groups, including the Young Archaeologist's Club
- groups of children, youths or adults with special learning needs or disabilities, gifted children, mentoring services
- home educators who are members of Education Otherwise, The Home Service, the Home Education Advisory Service or TEACH. Other home educating families may be admitted at our discretion if application is made in advance. If you are a home educator, please supply details of the organisation to which you belong and proof of membership. Free entrance extends to parents with their children.

Paying groups

The following groups do not qualify for free educational visits:

- EFL and Language Schools
- summer schools, study holiday groups and lecture tours for adults

including those arranged on a commercial basis by universities and other organisations

- adults on leisure visits, such as Womens' Institutes, local amenity groups and student societies.

We are pleased to offer the above groups a 15% discount (for 11 or more), with free admission for the accompanying group leader. A 10% discount is given at Stonehenge.

The teacher or leader in charge of the group from the educational establishment must complete and sign the form. We cannot accept forms completed by coach or tour operators, guides or other third parties offering their services.

It is an essential condition of free admission that teachers or group leaders run their own pupils' or students' educational work during their visit. We do not permit the use of outside providers, such as tour guides, re-enactors, artists and theatre groups to work with pupils or students on site.

We may ask you to supply proof of status and of the educational work that you will be doing on site. We reserve the right not to grant free entry.

Please note that at a few properties a charge is made for additional services and facilities, due to management arrangements.

Free familiarisation visits

We are pleased to offer a new pre-bookable service. If you would like to make a visit to reconnoitre one of our sites with a view to returning at a future date with an educational group, we can issue you with a permit for free entry. By prebooking, our site staff will be able to show you any facilities and resources for educational groups available on the site. Simply contact the relevant regional office with a choice of

dates, then complete a Free Educational Visit booking form giving your work contact details and return it to the regional office.

On-site resources

At some of our sites we have developed special resources or facilities for visiting educational groups. These may include:

- activity boxes and storyboxes
- construction resources
- handling collections
- sets of laminated artists' impressions
- discovery centres with interactive displays
- education centres with resources such as models or child-size costumes
- group's bases that can be used as simple briefing rooms or wet weather shelters.

Audio tours

We do not provide audio tours for free educational groups, as they do not encourage active investigation of the site by the pupils or students. Teachers may use audio tours (where available) on a preparatory visit to aid familiarisation with the site. Individual tourism students evaluating on-site facilities as part of their course work can use audio tours if available. For some sites, we can supply hard copies of the audio tour scripts to help you prepare for your visit - please enquire when booking if you are interested.

National Trust Education Group Members

The National Trust and English Heritage have partnership arrangements at a number of properties around the country. EGM groups receive free entry to these sites but all visits must be prebooked through English Heritage using the Free Educational Visit booking form. The sites include Stonehenge; Housesteads Roman Fort; Dunstanburgh Castle, Northumberland; Hailes Abbey, Gloucestershire; Hardwick Old Hall, Derbyshire and Mount Grace Priory, North Yorkshire.

HOW TO MAKE A BOOKING

Please complete all sections of the form in **BLOCK CAPITALS**, using a separate form for each property to be visited and for each visit. You may photocopy the form if you are making more than one booking. You can also print off a pdf of the booking form from our web site.

■ Please photocopy the form and retain for reference with these guidelines. Post or fax the completed form to the appropriate regional office at least 14 days before you wish to visit. For busier sites you will need to book much further in advance to avoid disappointment.

■ **At busier times we recommend that you enquire about available times and dates before sending in your form. We can tell you whether the date and time you want is free at the time of your call, but please note that a fully completed form must be sent before any booking can be confirmed.**

■ We will try to give you the time and date you ask for, but please note that each site has its own capacity at any one time and maximum group size.

■ The office will send you a permit valid for a specified date and time, including use of on site educational facilities and resources, if applicable. If you need to change the time of arrival or to cancel the visit, please do let the regional office know as early as possible.

■ It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed please telephone the regional office. At very busy times on sites where entry is tightly controlled for capacity and safety reasons, it may not be possible to admit your group until another slot becomes available.

■ In case of severe weather conditions it is possible that the site may have to be closed at short notice for public safety. In case of doubt, please contact the regional office before travelling.

SITE INFORMATION

■ For detailed information on opening hours, location, access and facilities please contact the appropriate regional office or visit our web site www.english-heritage.org.uk. Each property has a web page and a link to streetmap.co.uk giving its location.

■ The regional office will advise on specific site facilities such as toilets and refreshments, parking (there may be a charge for this) and access for visitors with disabilities. If you have specific needs for members of your group, please check these when making your booking.

■ We aim to make our properties accessible to as many people as possible. Our free Access Guide gives details of our sites with facilities specifically for visitors with disabilities and will be invaluable help for planning a visit if any of your pupils or students have particular requirements. The guide is also available in braille, tape cassette, disk or large print formats.

■ At some sites, packed lunches and 'goody bags' of souvenirs are available on request if booked in advance. If you are interested in these services, please ask our site staff for further details when you make your planning visit.

RISK ASSESSMENTS AND MAKING YOUR PLANNING VISIT

Please remember you are responsible for doing your own risk assessment. Your permit entitles you to a free planning visit. Simply present this to our site staff then retain it until you return with your group. If you make a preparatory visit, our site staff will advise you of any important points to look out for. Please do not ask our staff on site or in regional offices to fill in, check or sign any sections of your risk assessment form, as they do not have any responsibility to do so.

Hazard Information Sheets

These are now available for many of our staffed properties and are intended as a preparatory tool to help you complete your own risk assessment prior to a site visit. If one is available it can be sent to you on request when you book your visit. The sheets are also downloadable from our web site.

Public Liability Insurance

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.

Important Safety Notice

English Heritage follows the Department for Education and Skills' guidelines on health and safety on educational visits. We require you to have at least one adult to every six children in a group containing pupils of school years one to three. The ratio must be at least 1 to 15 for all other groups. Group leaders must take responsibility for their group and supervise their pupils or students during the visit. Remember that whilst every effort has been made by English Heritage to protect visitors from unsuspected hazards, it is not possible to make an historic property as safe as a modern building. Teachers must stress this to pupils or students before the visit, and must ensure that they are closely supervised at all times while on site. As part of risk assessment, group leaders should check with their Local Education Authority or employer about their own insurance and health & safety requirements.