

# BOOKING OFFICE CONTACTS

## SOUTH EAST

Eastgate Court  
195-205 High Street  
Guildford  
GU1 3EH

**T: 01483 252013**

F: 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

**T: 01304 209899**

F: 01304 204475

## ISLE OF WIGHT SITES ONLY

Osborne House  
State Apartments  
East Cowes  
Isle of Wight  
PO32 6JY

**T: 01983 280201**

F: 01983 281380

## LONDON

Apsley House  
149 Piccadilly  
London  
W1J 7NT

**T: 020 7499 5676 x23**

F: 020 7493 6576

## SOUTH WEST

29 Queen Square  
Bristol  
BS1 4ND

**T: 0117 975 0720**

F: 0117 975 0677

Cornwall, Devon, Dorset,  
Gloucestershire, Somerset, Wiltshire  
(except Stonehenge).

STONEHENGE

**T: 0117 975 0688**

## WEST MIDLANDS

112 Colmore Row  
Birmingham  
B3 3AG

**T: 0121 625 6864**

F: 0121 625 6821

Herefordshire, Shropshire, Staffordshire,  
Warwickshire, West Midlands,  
Worcestershire.

## EAST MIDLANDS

44 Derngate  
Northampton  
NN1 1UH

**T: 01604 735440**

F: 01604 735401

Derbyshire, Leicestershire, Lincolnshire,  
Northamptonshire, Nottinghamshire,  
Rutland.

## EAST OF ENGLAND

Brooklands  
24 Brooklands Avenue  
Cambridge  
CB2 2BU

**T: 01223 582732**

F: 01223 582701

Bedfordshire, Cambridgeshire, Essex,  
Norfolk, Suffolk.

## NORTH OF ENGLAND

37 Tanner Row  
York  
YO1 6WP

**T: 01904 601917**

F: 01904 601999

NORTH EAST: Durham, Hadrian's Wall  
sites, Northumberland, Tyne and Wear.

NORTH WEST: Cheshire, Cumbria,  
Lancashire.

YORKSHIRE: East Riding, North  
Yorkshire, South Yorkshire.

## SCOTLAND

Historic Scotland  
Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH

**T: 0131 668 8793**

[www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

## WALES

Cadw  
Plas Carew  
Unit 5/7 Cefn Coed  
Parc Nantgarw  
Cardiff  
CF15 7QQ

**T: 029 2050 0200**

[Cadw.education@wales.gsi.gov.uk](mailto: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. Paying groups  
should contact the site directly.



ENGLISH HERITAGE

# FREE EDUCATIONAL VISITS BOOKING FORM



ENGLISH HERITAGE

Please read these notes first and then complete all sections of the booking form overleaf.

## Admissions Policy

English Heritage has over 400 sites. Visits to about 150 properties should be booked in advance. Over 250 other sites can be visited at any reasonable time without advance booking. Some sites are closed during the winter months but may accept pre-booked education groups. Your regional office can advise you on this or alternatively please visit [www.english-heritage.org.uk](http://www.english-heritage.org.uk) for details. English Heritage welcomes educational groups to its properties free of charge and is delighted to offer paying groups a discounted fee. Please see below for details.

## Free Educational Visit Scheme

Free admission is granted to formal and informal education groups on condition that planned educational work linking to either curriculum or lifelong learning courses is undertaken on site. **Those eligible include:**

- formal education groups including schools, colleges of further, higher and adult education, and universities
- lifelong learner groups including the Workers' Educational Association, local authority classes, the U3A and similar groups
- organised informal education groups including Scouts, Cubs, Guides, Brownies and similar youth groups, such as the Young Archaeologist's Club
- groups of children, youths or adults with special learning needs or disabilities, gifted and talented 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. Please supply details of the organisation you belong to and proof of membership. Free entry extends to parents with their children as part of such visits
- National Trust Education Group members receive free entry to a number of properties if pre-booked using the Free Educational Visit booking form. The sites include Stonehenge, Housesteads Roman Fort, Dunstanburgh Castle, Hailes Abbey, Hardwick Old Hall and Mount Grace Priory.

### HOW TO BOOK

If you are eligible for a Free Educational Visit, please complete the booking form overleaf or call your regional office. See the back of the booking form for contact details.

## Terms and conditions

By booking a free educational visit you must accept our terms and conditions of entry.

- 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.

- A few sites may make a charge for additional services and facilities, due to management arrangements.
- The teacher or group leader from the educational establishment must make the booking. We cannot accept bookings by coach or tour operators, guides or other third parties offering their services.

## Paying groups

We are pleased to offer a 15% discount at all our properties (10% at Stonehenge) for parties of 11 or more visitors who do not qualify for free educational visits and who are paying together. You will also receive one free place for every additional 20 people in your group and free entry for the tour leader and/or coach driver. **Those eligible include:**

- groups not undertaking planned education work on site or on a leisure visit
- 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

### HOW TO BOOK

If you are eligible for a reduced entry group visit, please contact the site directly.

## Free familiarisation visits

This free service is available to book if you are considering making an educational booking at a future date. Please contact the relevant regional office (please see back of form for details). If you have made a firm booking for your group visit, you will receive a permit. This entitles you to a free preliminary visit to the site. If you are making a long journey we suggest you check opening hours before travelling.

## On-site resources

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

- activity boxes and story boxes
- 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.

Please see our Visit Guide or visit [www.english-heritage.org.uk](http://www.english-heritage.org.uk) for details.

## Audio Tours

We do not provide audio tours for school groups, as they do not encourage active investigation of the sites by the pupils or students. However, teachers 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 or pay for a guided tour, subject to availability. The English Heritage handbook or website will give more information about the site specific availability. To pre-arrange tour guides or audio tours, please contact the site directly.

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.

## Entry to events

The Free Educational Visit scheme does not cover entry to our public events. Education groups are welcome to visit these on payment of the relevant entry price. The normal discount rate applies for groups of 11 or more. For a free Events Diary, call Customer Services on 0870 333 1183.



# HOW TO MAKE A BOOKING

For a Free Educational Visit please complete all sections of the booking 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 print off a pdf of the booking form from our website. Alternatively you can now make a booking application online. Please visit [www.english-heritage.org.uk/learning/booking/application](http://www.english-heritage.org.uk/learning/booking/application), then follow the link and instructions before sending to the regional office. You can book over the phone but please be ready with the details listed on the booking form when you call.

## How to Book a Free Educational Visit

- 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.
- We are now pleased to offer a telephone booking service. Please call your regional office (see details on the back of the booking form).
- We will always try to give you the time and date you ask for, but please note that each site has its own capacity.
- When we are certain that the dates and times you have requested are free, we will confirm your booking.
- 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 soon as possible.
- It is important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed please call 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.

## How to Book a Discovery Visit

- Schools can now book a special Discovery Visit for their groups in addition to a Free Educational Visit. These are workshops and interactive tours found at designated sites across the country. Sessions cost £60 (unless otherwise stated) for a group of up to 30 pupils. Please see the Discovery Visits brochure sent to your school, call your regional office or visit [www.english-heritage.org.uk/discoveryvisits](http://www.english-heritage.org.uk/discoveryvisits).
- If you have booked a Discovery Visit you will be sent a confirmation letter and details along with your permit for free entry.

## Site Information

- For detailed information on opening hours, location, access and facilities please contact the appropriate regional office or visit our web site at [www.english-heritage.org.uk](http://www.english-heritage.org.uk). Each property has a web page and a link to [streetmap.co.uk](http://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 ([www.english-heritage.org.uk/upload/pdf/Disability\\_Guide.pdf](http://www.english-heritage.org.uk/upload/pdf/Disability_Guide.pdf)) 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 from Customer Services on 0870 333 1181.
- 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 or your regional booking office for further details when you make your planning visit.

## Planning Your Visit

English Heritage has a large resource bank of free downloadable resources which will help you plan your visit or project work. Please visit [www.english-heritage.org.uk](http://www.english-heritage.org.uk). You can search the Free Downloadable Resources page by simply typing in the keyword of the information you are interested in, such as a property name or syllabus subject. Please note that opening times and prices change, so always check these on our Online Properties Search before you visit.

## Risk Assessments

Please remember you are responsible for carrying out your own risk assessment. Your permit entitles you to a free familiarisation 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 website.

## 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 the following ratios listed below.

## Student Supervision

Group leaders **MUST** take responsibility for their pupils or students and supervise them at all times during the visit. We require you to have at least one adult to every six children in a group containing pupils of school years 1 to 3. The ratio must be at least one to 15 for all other groups.

Please 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. As part of the risk assessment, group leaders should check with their Local Education Authority or employer about their own insurance and health and safety requirements.

## 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.

PLEASE DETACH AND PHOTOCOPY FOR REFERENCE

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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

Email

Mobile Tel (for emergency)

**VISIT INFORMATION**

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. If you would like to book a Discovery Visit in addition to your Free Educational Visit, please call your regional office.

Visit Date  DD /  MM /  YY

Alternative Dates  /  /

/  /

/  /

**EDUCATIONAL LEVEL**

Foundation  Year 1

Year 2  Year 3

Year 4  Year 5

Year 6  Year 7

Year 8  Year 9

Year 10  Year 11

16-18yrs (School/College)

Further Education

Higher Education

Adult/Continuing Education

Initial Teacher Training

In-service Training

Overseas Groups only

Age of Students

Other (please specify)

**SUBJECT AREAS**

Please indicate what your visit aims to cover in preparation, on-site and follow up work.

History  Art

Geography  Religion

English  Archaeology

Maths  Citizenship

Science  Heritage/Tourism

Design  Other (please specify)

Pupil/Student Numbers

Teacher/Adult Helper Numbers

Start Time

Finish Time

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.

**I accept English Heritage's conditions of free entry as set out in the admissions policy**

SIGNATURE OF GROUP LEADER .....

DATE .....