

EDUCATION VISITS TERMS & CONDITIONS

EDUCATION GROUPS ELIGIBLE FOR FREE ENTRY

English Heritage offers free education visits at English Heritage sites to a wide range of learners. To qualify the visit must (a) be booked at least 7 days in advance, (b) include clearly defined learning objectives, planned and structured learning activities and (c) be led by the group leader. Bookings for Discovery Visits must be made at least 14 days in advance. All bookings are subject to availability. The following learning groups are entitled to free entry at all English Heritage sites:

- Formal education groups including schools, colleges of further and higher education and universities, including overseas formal education groups;
- Lifelong learner groups including the Workers' Educational Association, University of the Third Age and local authority classes;
- Organised youth education groups including Scouts, Cubs, Guides, Brownies and similar youth groups such as the Young Archaeologists' Club;
- Groups of children, youths or adults with special learning needs or disabilities, gifted and talented children, mentoring services attached to a formal learning organisation (please let us know of any specific needs or ways that we could make your visit more effective when booking);
- Home educators who are members of an umbrella group and other home educator groups at our discretion; and
- National Trust Learning Group members.

GROUPS NOT ELIGIBLE FOR FREE ENTRY

Any groups that arrange visits through a commercial operator or do not meet the criteria outlined above will not be eligible for free entry, including but not limited to:

- Tour and coach operators;
- Organisers of study holidays or summer schools arranged on a commercial basis between educational organisations, universities and holiday organisations;
- Third parties who profit from organising visits for education groups;
- Organisations bringing groups of adults on leisure visits, such as Women's Institutes, local amenity groups and student societies;
- Groups wishing to use outside providers such as tour guides, artists and theatre groups;
- English as a Foreign Language (EFL) groups and language schools;
- Child-minding services and holiday clubs and camps;

Groups of 11 or more visitors who are paying together but do not qualify for a free educational visit are eligible for a 15% discount on entry (10% at Stonehenge) - English Heritage members, coach drivers and tour guides do not count towards the group total. Each coach is entitled to free entry for one tour guide and the coach driver. Group bookings information can be found on: www.english-heritage.org.uk/about-us/contact-us/group-visits.

The free education visits entry scheme does not cover entry on bank holiday weekends, public holidays or to additional fee paying public events at English Heritage sites.

If you are unsure if your group qualifies for a free educational visit under these terms and conditions or you have any further queries, please contact the Education Bookings Team on 0370 333 0606 or email: bookeducation@english-heritage.org.uk

GROUP LEADER RESPONSIBILITIES

- You must book any standard free educational visit at least 7 days in advance and book 14 days in advance for Discovery Visits.
- Bookings must contain the contact details of the person who will be leading the group on the day of the visit. We are not able to accept bookings from commercial tour operators, language schools or similar groups booking on behalf of schools.
- It is the responsibility of all group leaders to complete the risk assessment for their group. Free planning visits once bookings are confirmed and online Hazard Information Sheets and Organiser Packs are available to assist with this requirement.
- It is recommended that the group leader undertake a free pre-planning visit to familiarise themselves with site.
- Have clear learning objectives related to the site being visited and planned learning activities for the visit.
- Please arrive on time. Contact the Education Bookings Team on **0370 333 0606** or email bookeducation@english-heritage.org.uk if you need to change the time of arrival, cancel the visit or if you are unavoidably delayed. In the case of a delayed arrival you can also contact the site directly; you will find their number at the top of your Visit Permit.
- The education visit permit must be presented upon arrival at the site
- You must take full responsibility for the behaviour and welfare of the group for the duration of the visit. All signage and safety warnings on the property must be obeyed, site staff should be treated with respect and any requests they make acted upon appropriately.
- Groups must have adequate adult supervision on site at all times. Some sites have additional supervision ratios and/or capacity limitations within certain buildings and areas around the site; these will be outlined in your booking information and must be adhered to at all times. This is to ensure compliance with health and safety guidelines and for the enjoyment of all visitors to our sites. Please inform the Education Bookings Team at least a week prior to your visit if you intend to bring more adults than you originally booked for. If you do not, any additional adults may be required to pay the entrance fee.
- You must meet the following ratios of leaders to learners:
 - Year 2 and under..... 1 leader for every 6 students (1:6)
 - Years 3 to 5..... 1 leader for every 8 students (1:8)
 - Years 6 and over (up to the age of 18) .. 1 leader for every 15 students (1:15)For an adult learning group, there are no ratios but there must be an appointed group leader.

CANCELLATIONS

In the event of severe weather conditions it is possible that sites may have to close at short notice for public safety; please contact the site or check the English Heritage website before travelling.

If you need to cancel your visit, please contact the Education Bookings Team on **0370 333 0606** or email bookeducation@english-heritage.org.uk. Full costs will be charged for Discovery Visits if cancelled less than two weeks before the intended visit.

OTHER TERMS AND CONDITIONS

- By booking a free educational visit you agree to accept these 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.
- If we believe for any reason that a booking has been made in breach of these terms and conditions we reserve the right in our absolute discretion to refuse free admittance and charge the standard full entry price.
- These terms and conditions and all disputes or claims arising out of or in connection with the same shall be governed by and construed in accordance with the law of England.