



## SCHOOL VISIT TERMS AND CONDITIONS

### School Responsibilities

All bookings are provisional until you have received a booking confirmation email from a member of our team and you must book your visit at least 4 weeks in advance.

On receiving a booking confirmation email you agree and accept to abide by the following terms and conditions. These terms and conditions may change as we continue to respond and adapt our educational programmes to meet government guidance.

In addition to all the above, school group leaders are responsible for the following:

- Getting parental consent;
- Getting a Slough Fort Photograph/Film consent;
- The behaviour, welfare and management of the group ensuring their group shows due consideration for general visitors on site, in line with the relevant COVID safety requirements;
- Completing a risk assessment for their group;
- Establishing an emergency communications plan;
- Providing adequate supervision ratios at all times, including during lunch, toilet breaks and in the shop (please see point 3 below for details of our ratios);
- Managing and disposing of any rubbish. You and your group are responsible for disposing of any waste when using our spaces and for ensuring your waste is disposed of correctly. We are committed to making changes to reduce our impact on the environment, and address issues such as energy use, single-use plastics and waste management.
- Providing hand sanitiser for your group, as appropriate.

### Free Planning Visits

To access a free planning you must have already booked your visit and received a booking confirmation email. You must bring your booking confirmation to show a member of staff on entry. This access is available for group leaders only.

# SCHOOL VISIT TERMS AND CONDITIONS

## 1. Agreement

1.1. By booking an education visit you are agreeing to be bound by these terms and conditions.

## 2. Booking

2.1. All bookings are subject to availability.

2.2. Your booking request must be made at least 4 weeks before your requested visit date.

2.3. Bookings must be made directly by the school or organisation making the visit. Bookings made by third parties will not be accepted.

2.4. Your booking is only confirmed once you have received confirmation by email.

2.5. Slough Fort will not be held liable for any costs you incur with third parties prior to us confirming your booking. Therefore, we recommend you do not confirm transport arrangements prior to receiving your booking confirmation.

## 3. Ratios

3.1. You must meet the following ratios for leaders to students when booking, on the day of your visit and if your group is forming smaller groups while at the site:

- Early Years Foundation Stage = 1:4;
- Key Stage 1 (age 4 - 7) = 1:5
- Key Stage 2, 3 & 4 (age 7 - 15) = 1:10
- Key Stage 5 and up (age 16+) = 1:15
- For an adult learning group, consisting of individuals all over the age of 18, there are no ratios but there must be an appointed group leader.
- All ratios outlined above apply to home education groups.

3.2. Students will be charged according to the activity chosen by the school. The cost of each activity is stated on the Booking Request Form Guidelines for Schools and will be confirmed on the Booking Request Form. Teachers/assistants are free of charge.

## 4. Responsibilities

4.1. The group leader appointed by you is responsible for the behaviour, welfare and management of your whole group while on Slough Fort property.

4.2. It is the responsibility of all group leaders to complete the risk assessment for their group. Free planning visits and Slough Fort risk assessment are available to assist with this requirement.

4.3. Free familiarisation visits can be arranged for the group leaders only (maximum 5 adults). For confirmed bookings this is already included. Any additional visitors accompanying group leaders will be required to purchase tickets.

4.4. Groups must have adequate supervision ratios at all times, including during lunch, toilet breaks and in the shop.

4.5. You and or your organisation may be held liable for any physical damage caused to Slough Fort property by any of your group.

## **5. Changing and cancelling your booking**

5.1. All cancellations must be made in writing to [secreatry@sloughfort.org.uk](mailto:secreatry@sloughfort.org.uk)

5.2. Any amendments made to your booking within 4 weeks of your visit must be first accepted and confirmed by our Education Booking Team in writing.

5.3. In the event that Slough Fort cancels your booking within 14 days of the date of your visit, we will endeavour to offer you a full refund.

5.4. Slough Fort reserves the right to cancel bookings or part of your booking if evidence supports incorrect information has been provided and or eligibility cannot be met by you.

## **6. Force Majeure**

6.1. We shall neither be in breach of these terms and conditions nor liable for delay in performing, or failure to perform, any of our obligations under these terms and conditions if such delay or failure result from events, circumstances or causes beyond our reasonable control.

6.2. Events, circumstances or causes beyond our control include (but are not limited to) fire, flood, storm, extreme weather, strike, electrical failure, epidemic, pandemic, national or local lockdown, Act of God, explosion, war, terrorist activity, Royal demise or other Royal ceremony and acts of governmental or parliamentary authority (Force Majeure Event).

6.3 If either party has to cancel due to a force majeure event, Slough Fort will endeavour to reschedule your visit to the site or alternative site at a mutually agreeable later date, if no date can be agreed Slough Fort will refund any deposits held in full. For the avoidance of doubt Slough Fort will not be liable for any losses or costs incurred as a result of having to cancel or re-arrange a visit as a result of the occurrence of a force majeure event.

## **7. Changes to Terms and Conditions**

7.1 Slough Fort may from time to time change, alter, adapt, add or remove sections of these terms and conditions. Any changes will be published on the Slough Fort website, [www.sloughfort.org.uk](http://www.sloughfort.org.uk)