

## Education Bookings Terms and Conditions

Please make sure you have read this information before making a booking with us.

### School's Responsibilities:

- Group leaders and accompanying adults are responsible for the behaviour and general health and safety of their pupils.
- The Royal Armouries is not liable for any loss or damage of any items brought to the museum. It is the group's responsibility to ensure all belongings are collected at the end of their visit.
- We recommend that group leaders conduct a pre-visit. This is free and does not require pre-booking, but if you wish to speak to a member of the learning team, please email:  
[education.fn@armouries.org.uk](mailto:education.fn@armouries.org.uk) for Fort Nelson  
[educate.leeds@armouries.org.uk](mailto:educate.leeds@armouries.org.uk) for Royal Armouries Leeds.
- Please provide a preferred date and time and we will do our best to arrange this for you.
- For Royal Armouries Museum Leeds, for groups with pupils under the age of 16, accompanying adults should remain with their groups at all times. We encourage pupils to explore the galleries, but accompanying adults must stay in the same galleries as their pupils. Pupils aged 16 or over are welcome to explore independently, but accompanying adults should provide appropriate supervision.
- For Fort Nelson, accompanying adults must always remain within sight of their pupils whilst onsite.
- Groups should bring no more than 35 pupils per class.
- The minimum adult: pupil ratio for groups will be:  
1:10 for Nursey, EYFS and KS1  
1:15 for KS2  
1:20 for KS3 and KS4
- The Royal Armouries reserves the right to refuse your group participation in the workshop if the above ratio is not adhered to.
- Groups are welcome to bring as many adults as they need to support their pupils.
- All accompanying adults visit free of charge.
- The Royal Armouries reserves the right to ask your group to leave if there are repeated incidents of inappropriate behaviour.
- Please be aware that the Royal Armouries Museum and Fort Nelson may also be used by members of the public during your visit, and that you may be sharing a lunch space with other schools.
- Food and drink may only be consumed in designated areas.
- All Royal Armouries staff have basic DBS clearance. However not all our volunteers are DBS cleared, because they do not have unsupervised contact with children and vulnerable adults.
- Photography is permitted, however we ask that flash is turned off in our galleries. Please be respectful of other visitors when taking photographs, and ensure other visitors, particularly pupils from other schools, are not in your photographs.

### Payment and Cancellation

- Groups will be invoiced for the number of pupils booked. Invoices for facilitated workshops will be sent after the visit has taken place via the email address provided when booking.

- You will be invoiced for the number of pupils booked as of 28 days prior to your visit. If you bring more pupils on the day of your visit, these will be charged for.
- If a school or trust requires a PO number to ensure smooth payment, please provide us with one so it can be added to your invoice.
- Please wait to receive a booking confirmation from us before making travel arrangements.
- For Royal Armouries Leeds, our minimum charges are as follows:  
For workshops priced at £5 per pupil – minimum charge is £75.  
For workshops priced at £3.50 per pupil – minimum charge is £52.50.
- The minimum charge for all facilitated visits at Fort Nelson is £75.
- You can make changes to your booking up to 28 days prior to your visit. This includes date and time changes, pupil numbers, workshop alterations and parking requirements. Please notify us as soon as possible if you have to postpone or cancel a booking so we can release your slots to other groups.
- Any reduction in pupil numbers, or cancellation, to a confirmed booking with less than 28 days' notice will be subject to 100% charge for the original booking you have made.
- If you do wish to make changes or to cancel a workshop, please do this in writing by contacting [educate.leeds@armouries.org.uk](mailto:educate.leeds@armouries.org.uk) (Royal Armouries Museum, Leeds) or [education.fn@armouries.org.uk](mailto:education.fn@armouries.org.uk) (Fort Nelson, Hampshire).
- If you have booked a free event, please note that any cancellations made within 28 days prior to your visit will result in a £75 charge per class to cover staffing costs.
- The Royal Armouries is not liable for any additional costs that your organisation has incurred in the pursuit of a visit should the visit need to be cancelled by any party.

### **Groups arriving late**

- Please arrive at the museum at the time indicated on your timetable, unless otherwise agreed by the Royal Armouries.
- Please note both the Royal Armouries Museum and Fort Nelson open at 10:00am. It may not be possible for you to enter before 10:00am if you arrive early.
- If your group is running late, please inform us when you can on 07785 692443 (Royal Armouries Leeds) or 01329 848 532 (Fort Nelson, Hampshire).
- If you arrive late, the learning team will endeavour to adjust your timetable so that pupils will get the most out of the time available, however your workshop may have to be shortened, adjusted or cancelled due to other group bookings on the day.

### **Insurance cover**

The Royal Armouries has public liability insurance up to the value of £10 million. Please ask the learning team if you wish to see our insurance certificate.

The Royal Armouries reserves the right to change the terms and conditions at any time.