



SOCIETY OF
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OF LONDON



KELMSCOTT
MANOR

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School Visit Terms and Conditions

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

By submitting your booking form, you state that you accept our terms and conditions.

School's responsibilities:

The school will designate a teacher as the person in charge of the group.

Group leaders and accompanying adults are responsible for student supervision during your visit and must always remain with the group.

Your class or group may be split into smaller groups to participate in sessions. **A minimum of 1 member of school staff or accompanying adult must be always present with each group.** The group leader will be notified of the number of small groups in advance of the visit taking place.

The group leader and accompanying adults are responsible for managing behaviour and must ensure that students behave in a way that minimises the likelihood of accidents or damage. They must ensure that students and adults obey specific instructions given by any member of Kelmscott Manor staff while on site.

It is the school's responsibility to carry out a risk assessment for its own students. You should carry out your risk assessment before you visit and bring it with you on the day. A copy of our risk assessment is available on request, to assist with creating your own. We also encourage all teachers to make a pre-visit to Kelmscott Manor, during which you may assess the site risks. A pre-visit might take place as part of a teacher familiarisation session or by arranging a meeting with the Learning & Outreach Officer.

The school should bring no more than 30 students to each session unless previously agreed with the Learning & Outreach Officer.

The school must ensure that the appropriate adult:pupil ratio is followed for their group:

- 1 adult for every 4 pupils in Early Years Foundation Stage
- 1 adult for every 6 pupils in Key Stage 1
- 1 adult for every 8 pupils in Key Stage 2
- 1 adult for every 10 pupils in Key Stage 3 and above

An adult will be designated by the school as responsible for medication and first aid required by students in their school group. If any of the group members require first aid during the visit, the school must follow their own procedures and ensure that they inform a member of Kelmscott Manor staff. A Kelmscott Manor First Aider attending to any casualty must complete an Accident and First Aid Report detailing the circumstances of the incident and any injuries sustained. If appropriate, the Property Manager is responsible for reporting accidents and dangerous



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occurrences to the enforcing authority. A copy of the accident report will be made available upon request by the school.

Kelmscott Manor accepts no responsibility for the safekeeping of any items brought to the premises. It is the school's responsibility to ensure that all students collect their belongings at the end of their visit.

Food and drinks may only be consumed in designated areas – this includes: the Tea Room and the Tea Lawn and some areas of the Manor grounds.

The school is responsible for supervising breaks and lunch.

Kelmscott Manor will hold the school responsible for any damage to the Museum's property caused by your group's visit.

It is the school's responsibility to ensure accompanying adults have DBS clearance.

Bookings, Payment and Cancellations

In order to book a visit, you must contact the Learning & Outreach Officer via email: learning@kelmscottmanor.org.uk or phone: 01367 700862 to identify a suitable date and request a booking form.

Your booking will be considered provisional until we are in receipt of a completed booking form. You must submit your booking form no later than 28 days before you are making your visit.

Once we have a confirmed booking, we will generate an invoice for the visit. Payment, in full, must be received no later than 14 days prior to your visit.

Payment may be made by BACS, cheque, cash or card.

- Cheques should be made payable to Kelmscott Manor, and sent to Kelmscott Manor, Lechlade, GL7 3HJ.
- Bank Transfers should be made to Lucerna Ltd., Sort Code: 18-00-02, Account Number: 09559620

Receipts are normally sent by email, please provide an SAE for a postal receipt.

If the school has to cancel a booking, we will endeavour to find another date for you.

Groups not wishing to change their date and cancelling within 14 days of their booked session will not be entitled to any refund.

In exceptional circumstances, Kelmscott Manor may have to cancel a session. In all cases schools may decide to either reschedule their booking for the next available opportunity or



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receive a full refund equal to the cost of the booking. Kelmscott Manor does not accept liability for any other additional costs you may incur.

If the circumstances are outside the control of either party, schools not wishing to rebook their session will have a refund of 50% of their invoice.

Schools arriving late

If your group is delayed on the day, please call us on 01367 252486. If your group is late, we reserve the right to change the schedule or alter the session content to suit the remaining time available.

The Learning & Outreach Officer will endeavour to adjust the timetable so that the students will receive the most beneficial use of the time available.

This information is valid for all bookings made for school sessions taking place after 1 April 2022.

Kelmscott Manor reserves the right to change terms and conditions at any time.