**Education Enquiry Form**

**Please complete in full.** Completion of this form does not guarantee a booking – the team will contact you shortly to confirm or advise of alternative availability.

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| --- | --- | --- | --- | --- | --- | --- |
| **Contact Information** | | | |  | | |
| School/Establishment |  | | | |  | | |
| Billing Address |  | | | |  | | |
| Email |  | | | |  | | |
| Contact Number |  | | | |  | | |
| Teacher/Group Leader |  | | | |  | | |
| **Visit Information** | | | |  | | |
|  | **Discovery Point** |  | **Verdant Works Museum** | |  | | |
| First Preference | Click here to enter a date. |  | Click here to enter a date. | |  | | |
| Second Preference | Click here to enter a date. |  | Click here to enter a date. | |  | | |
| Third Preference | Click here to enter a date. |  | Click here to enter a date. | |  | | |
| Expected Arrival |  |  |  | |  | | |
| Expected Departure |  |  |  | |  | | |
| Number of Pupils | 0 |  | 0 | |  | | |
| Class/Age Group |  |  |  | |  | | |
| Number of Adults\* | 0 |  | 0 | |  | | |
| Area for Lunch Required? | Choose an item. |  | Choose an item. | |  | | |
| **Please specify which session(s) you’re interested in, e.g. self-guided, tour, workshop, and/or talk\*\*** | |  |  |  | | --- | --- | --- | | **Session 1** | **Session 2** | **Session 3** | | e.g. guided tour | e.g. Victorian Life workshop | e.g. self-guided galleries/exhibitions visit | | | |  | | |
| Topic or Reason for Visit |  | | |  | | |
|  | | | | | |
| Do any of the students have additional support needs?  If appropriate, please let us know what support they might need\*\*\* |  | | |  | | |
|  |  | | |  | | |

*The information held on this form will be stored for three school years to allow us transfer information to any future bookings you make. We may on occasion use this information to contact you with any unique opportunities. Are you happy for us to hold your information for this purpose?* Choose an item.

**Education Visit Terms and Conditions**

PRE-VISIT

1. Once a complete and accurate booking form has been received by the Education team, they will reserve the date of the visit
2. For Primary Schools, the adult to child ratio must be at least 1:8, and for secondary schools it is 1:10. At least 1 adult per 30 children must be a PVG/DBS checked teacher, and the others may be teaching assistants, parents or other responsible adults. If a student is or students need additional support, that support may join the visit free of cost.
3. One to one, or small group support is not counted in the 1:8 supervision ratio. Please bring as much support at no extra cost.
4. We only allow 65 students per day for led sessions.
5. We ask that self-led groups larger than 65 stagger their entry to the museum across the day
6. You will be provided with a timetable for the day and a pack to support your visit. If you have any questions on the lead up to your visit, contact the Education team.
7. Please let the Education team know if any students have any special requirements, such as having English as an additional language or sensory processing disorders on the booking form so that we can make any visit as inclusive as possible

THE VISIT

1. Upon arrival time will be given for a comfort break (snack/toilet/cafe stop depending on age) and the lunch space for up to an hour as part of your visit.
2. The adults are responsible for the behaviour and discipline of the class. Unless otherwise stated, the group will be visiting alongside the general public and so are expected to share the space in a courteous manner, in line with our Child behaviour code (part of our safeguarding policy).
3. At least one adult that is PVG/DBS checked must remain with the group at all times, including led sessions such as tours and workshops.
4. The safety briefing by the person leading the group must be adhered to. Failure to do so will result in the termination of the visit.

POST-VISIT

1. You will be invoiced following your visit, for the number of children that were on the visit. If you would rather pay on the day, or if there is a specific person, we should send the invoice to, please make the learning team aware.

OTHER

1. If you do not inform us about cancelling or rescheduling a visit without 24 hours' notice, we reserve the right to charge you the full cost
2. In the case of the museum closure or Act of God (e.g. flood, pandemic) the Trust will do their best to reschedule or find an appropriate solution (e.g. moving the session online).

**Behaviour Code of Conduct for Children & Young People**

The purpose and scope of behaviour code:

This code of behaviour is there to make sure everyone who takes part in Dundee Heritage Trust’s (DHT) activities knows what is expected of them and feels safe, respected and valued.

DHT must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

* Identify acceptable and unacceptable behaviour
* Encourage cooperation, honesty, fairness and respect
* Create an environment where your self-esteem, self-respect and self-confidence will grow
* Encourage you to recognise and respect the rights of others
* Encourage you to take responsibility for your own behaviour
* Help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos & Don’ts for Children & Young People

You should:

* Be supportive and kind to others
* Be friendly
* Listen to others
* Be helpful
* Have good manners
* Treat everyone with respect
* Take responsibility for your own behaviour
* Talk to your group leader about anything that worries or concerns you
* Follow this code of behaviour and other rules (including the law)
* Join in and have fun!

You shouldn’t:

* Be disrespectful to anyone else
* Bully other people (online or offline)
* Behave in a way that could be intimidating
* Be abusive towards anyone.

**What happens if I do not to follow the code of behaviour?**

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or First-Time Incident

If you behave in a way that doesn’t follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal Warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

Final Warning

If the support we have put in place isn’t helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we’ll inform your parents or carers as appropriate.

At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

**Child Protection Procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.  
  
The Role of Parents & Carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.