

The Centre for Computing History (referred to as “The Centre”)

## **Terms and Conditions applicable to bookings from School, College and University Groups (referred to as “group”) to The Centre for Computing History.**

**1.10** The Centre for Computing History is committed to working with schools, colleges and university groups to ensure that each visit:

- achieves the National Curriculum learning objectives
- is safe for students, accompanying staff and the staff at The Centre for Computing History

## **Booking, cancellation and payment for your booking**

**2.10** You can book a visit to The Centre by following the processes described on our website in the Education section. A request for a visit date must be emailed to the Centre for agreement before any formal booking can take place.

**2.11** The Centre will respond to your request by confirming the availability of your suggested date. At this point you will be asked for a **non-refundable deposit** to secure the date. An invoice will be raised and on receipt of the funds a provisional booking will be created and the link to our booking form will be sent.

**2.12** The completed booking form must be returned to us no later than 6 weeks before your visit. An invoice for the balance will be issued upon receipt of the completed booking form and is payable within 30 days. At this point you have a **confirmed booking**, and we will send you a booking summary.

**2.13** It is your responsibility to provide an accurate statement of the number of students and adults that will be in your visiting group. The agreed number of students visiting will be the basis of the charge made by The Centre for your group’s visit.

**2.14** Once you have booked your visit:

**2.14a** If there are any changes to the number of students visiting and this affects the group size band your visit falls into or you decide to cancel either the planned activities or your booking, The Centre must be informed **in writing** at least 6 weeks before the date of your visit.

**2.14b** The Centre cannot accept cancellations, amendments to activities or reduction in numbers within 6 weeks of your visit date and your school/organisation will be required to pay the full cost of the visit as outlined in the visit confirmation e-mail.

**2.14c** You can increase student numbers for the visit provided the change does not increase your band size by more than one band and if you inform the Centre no less than 14 days from your visit date. An increase in the number of students attending the visit may result in an increase in the charge for the visit in accordance with our charges for educational visits detailed on our website. You can increase student numbers for the visit at any time provided it does not

exceed The Centre's maximum capacity for educational visits of 90 students. Please allow enough time to tell The Centre about any changes in numbers.

**2.15** The Centre's Finance Department will e-mail the invoice for the balance on receipt of the completed booking form and no later than 6 weeks before the date of your visit. Payment is accepted by bank transfer (The Centre's bank details will be on the invoice) within 30 days of receiving the invoice. The Centre is unable to accept credit card payments over the phone.

**2.16** The Centre reserves the right to postpone or cancel a group's visit should it be necessary to do so, due to unforeseen circumstances or circumstances beyond The Centre's control. The Centre will give you as much advance notice as possible of a postponement or cancellation and shall endeavour to rearrange the group visit to an alternative suitable date. The Centre shall not be liable for any costs incurred by you in connection with the booking or the visit.

### **Your responsibilities as the visiting group**

**3.10** It is your responsibility to ensure that your group arrives at the time specified by you on the application form. If you are likely to be more than 10 minutes late arriving we ask that you make contact with The Centre so that changes can be made to the planned activities for the day. This may result in a change to your itinerary.

**3.11** All school groups must follow the students to supervising adults ratio as described on our website under the [Book your visit](#) section. The Centre may, at its discretion, postpone or cancel tours for groups that do not have adequate adult supervision.

**3.12** Students remain the responsibility of the adults accompanying the group at all times during the visit. The adults must remain with students and supervise them at all times. This applies to both primary and secondary school students.

**3.14** The adults accompanying the group should be a role model for students and stay engaged in the activities. Help students stay with the group. Redirect their attention if they start to wander or become distracted. Your students will benefit more from the visit if their accompanying adults are also fully engaged.

**3.15** Groups larger than 15 will be subdivided on the day of the visit for the purpose of taking part in the planned activities. The adults accompanying the visiting group must divide themselves, so that every subset of the visiting group is supervised by one or more of the responsible adults.

**3.16** The adult in charge of the visit for the day should ensure that all adults accompanying the group:

- are familiar with the programme for the day;
- have access to a list of the names of the students attending the visit on the day;
- are aware of any student's medical conditions and if necessary supervise medication and/or first aid;
- are aware of any relevant student additional needs or behavioural challenges and can offer support accordingly.

**3.17** It is the responsibility of the adults in charge of the visit to:

- ensure students conduct themselves in a safe and responsible manner at all times and remain present and accountable at all times during the visit;
- make certain that students treat the exhibitions and equipment with respect and care;
- ensure that they and the students follow any specific instructions given to them by the members of staff whilst at The Centre.

**3.18** The Centre will provide a designated lunch area for the students to have their packed lunch. It is the responsibility of the adults in charge of the visit to ensure that:

- any lunch/snack break is supervised at all times and that the students behave appropriately;
- the area is kept clean with any unwanted food or containers disposed of using the provided litter bags;
- food and drink is only consumed in the designated area.

**3.19** The Centre is a public space. To ensure all visitors enjoy a safe and pleasurable experience, it is the responsibility of the adult in charge of the group to ensure that everyone behaves with respect and consideration for others. We have a zero-tolerance policy on disrespectful language or behaviour that poses a risk to The Centre's collection.

**3.20** There is a no smoking policy within The Centre but smoking is permitted in the car park area.

## **Risk Assessment**

**4.10** It is the responsibility of the school, college, or university planning to visit The Centre to carry out their own risk assessments for their students. You can download the [risk assessment](#) guidance provided by The Centre. This will help you write your own risk assessment.

**4.11** The Centre recommends and welcomes pre-visits from an adult representing the school, college, or university to support visit planning and risk assessment. The pre-visits are by appointment only and can be arranged via e-mail to [education@computinghistory.org.uk](mailto:education@computinghistory.org.uk). One of the members of The Centre staff will be available to show you around and answer any questions that you may have.

## **Miscellaneous**

**5.10** The Centre is supported by Public Liability Insurance in respect of death, personal injury or other liability caused by The Centre's negligence or that of its employees or volunteers.

**5.11 Force Majeure.** The Centre shall not be held liable for circumstances beyond its reasonable control that may prevent The Centre from meeting its obligations in respect of a booking.

**5.12** These Conditions shall not be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to them.

**5.13** These Conditions shall be construed solely in accordance with the laws of England. Any disputes arising from these Conditions shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

**5.14** This agreement cannot be transferred by you to any other party without the written permission of The Centre which permission shall not be unreasonably withheld.