



## School Visits: terms and conditions

The Museum is committed to working with schools and teachers to make sure that every school visit to the Museum is conducted in a professional and safe way.

In the event that you breach any of these terms and conditions, the Roald Dahl Museum and Story Centre shall be entitled to refuse your school group to access to the Museum or to require your school group to vacate the site.

## Risk assessment

It is the responsibility of the school to carry out a risk assessment for its own pupils. The Roald Dahl Museum and Story Centre has produced a health and safety information sheet to assist schools in preparing their risk assessment.

Schools visiting the Museum for the first time will be offered two Golden tickets to allow teachers to preview the Museum and carry out their own risk assessment during our opening times.

## School's responsibilities

**Students remain the responsibility of the visiting teacher in charge at all times during the visit.**

- The school will bring no more than 40 students on any one visit.
- A teacher or other qualified adult will be designated by the school as the teacher in charge of the visit.
- The teacher in charge of the visit should ensure that all adults accompanying the group are familiar with the programme for the day.
- The adult-to-student ratio for any school group will be at least 1:8.
- The teacher in charge is responsible for medication and first aid required by students in their school group.
- Teachers must be aware that the Museum will also be used by members of the public and other groups during the school's visit.
- Schools and teachers must ensure appropriate behaviour by students at all times and make reasonable and careful use of the Museum.
- Schools and teachers must ensure that students and teachers follow any specific instructions given by the Museum education staff or other members of Museum staff while at the Museum.

## Payment and cancellation

- Payment must be made 28 days in advance of your visit. Cancellations within 28 days will incur a 50% charge. Cancellations within 7 days will incur a 100% charge.
- The Roald Dahl Museum and Story may postpone or cancel a school's visit should it appear to the Museum that it is necessary to do so. The Museum will give the school as much advance notice as possible of a postponement or cancellation and shall use its best endeavours to rearrange the visit to an alternative date suitable for the school. In the event of cancellation, except where this has been caused by circumstances beyond the Museum's control, the Museum shall refund the cost of the visit (if paid in advance) but shall not be liable for any other costs incurred by the school in connection with the booking or the visit.
- In the event of adverse weather conditions affecting either the school's ability to get to the Museum or the Museum's ability to open, the visit will be rescheduled to an alternative date. If the school is unable to agree on an alternative date the Museum will refund 50% of the cost of the visit.

## Alternative arrangements in the event of Museum staff illness

- In the event of Museum staff illness, the workshop section of the school visit may be replaced with a screening of the Museum's exclusive film 'Everything you ever wanted to know about Roald Dahl'.

## Use of accommodation

- The Museum accepts no responsibility for the safekeeping of any items brought to the Museum. It is the school's responsibility to ensure that all students collect their belongings at the end of the visit.
- There is a strict non-smoking policy in the Museum and the grounds.
- The Museum will hold the school responsible for any damage to the Museum's property caused by your group's visit.
- Food and drinks may only be consumed in designated areas.

## Miscellaneous

- These conditions and the briefing pack provided in advance of the visit provide you with information about the Museum. Your school is expected to take care during the visit and to supervise the school group. On this basis, so far as it is able, the Roald Dahl Museum and Story Centre excludes liability for loss or damage suffered by the school or any member of the group as a result of your visit.
- The Museum is not liable for any breaches or delays in the performance of its obligations under these terms and conditions arising from any event outside its control, including (but not limited to) fire, flood, storm, strike, lock out, electrical failure, Act of God, explosion, war, terrorist activity or acts of governmental or parliamentary authority. For the avoidance of doubt, in the event of such circumstances arising the Museum will not be liable to refund any deposit or admission cost paid by the school.
- 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.
- 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.