



LEIGHTON HALL

School's Terms & Conditions and Covid Site Rules

Thank you for booking a school excursion to Leighton Hall. By booking your visit you are agreeing to adhere to the Terms & Conditions that are set out in this document, and the Covid Site Rules.

The Terms & Conditions are in no particular order: -

- Outdoor Packages – All outdoor programmes can run with a minimum of 20 children. Large school group enquiries will be discussed and managed individually during the booking process, as children's safety must be assessed and managed.
- Indoor Packages – A minimum of 20 children for all programmes. Large group enquiries are welcome and will be managed individually during the booking process.
- Smaller Groups – Please enquire and we will see if we can support you.
- The ratio of adults to children is 1:10 – additional teachers will be charged at the child's admission price.
- On booking, a Teacher's Pack will be provided, either by email or post.
- The school is responsible for booking its own transport.
- The school is responsible for making sure the children and support staff bring all that is required, as stated on the Kit List within the Teacher Pack.
- The school is responsible for bringing an adult that has first aid training.
- Teachers must be responsible for the safety of the children they bring at all times.
- A school must inform Leighton Hall if any children or adults have tested positive for Covid-19 5 days before their booked visit. In these circumstances Leighton Hall reserves the right to move the excursion to another suitable date.
- Full cancellations or changes to the number of children taking part after the original confirmation, must be made no later than 48 hours before your visit or an administration charge applies. Full cancellations: - 50% of the trip will be charged, Reduced child numbers: - missing children will be charged for.
- Leighton Hall reserves the right to cancel a booked outdoor programme due to bad weather leading to Health and Safety concerns. This could be at very short notice, but we will endeavour to re-arrange the visit or alter the program accordingly.
- During bad weather the birds of prey cannot be flown, but other provision will be made for children in the studio.

COVID 19: Arrangements for the Protection and Safety of Visitors and Staff

For your reassurance when visiting Leighton, the following measures are in place, and we ask that you remind children of them as the time approaches for your visit: -

- Please maintain Government recommended social distancing guidance from staff and other visitors, other than those of your school.
- Where queuing is necessary, distances are clearly marked.
- Please use the hand sanitisers provided when arriving and leaving site, on entering any of the learning facilities such as the classroom and yurt, shop or toilets.
- Please avoid touching items in the shop that you are unlikely to buy.
- We accept cash payments but would prefer payments by card.
- Indoors the Leighton Hall and Larksfoot staff will be wearing the necessary PPE.
- Teachers and all supporting adults must wear a face covering indoors (unless they have been registered exempt)
- Toilet facilities are open and are cleaned and sanitised on a regular basis.
- The children's playground is open, teachers are asked to make sure children use the hand sanitiser provided on site before children play on the equipment.