



LEIGHTON HALL

School's Terms & Conditions and Covid Site Rules

Thank you for booking a school excursion to Leighton Hall. By booking your visit and paying your deposit 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: -

- A 20% deposit is to be paid on confirmation of the date the school wishes to visit Leighton Hall – this is non-refundable.
- The Leighton Hall team is willing to transfer the visit to a new date on one occasion without charging an administration fee, but after that a fee of £50 + VAT will be charged.
- We can book & manage between 20 and 30 children at any one time.
- The ratio of adults to children is 1:10 – e.g. 3 adults will be admitted free of charge per 30 pupils and any additional teachers will be charged at 50% of the child cost i.e. £5.00 per head.
- 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.

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, tearoom or toilets.
- Perspex screens have been installed at the tea room and shop tills.
- 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. A one in, one out policy is in operation.
- 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.