

Longship School Visit Booking Information

Terms & Conditions (Covid-19 Updated)

Please Keep For Your Information

- Our arrival time is usually around **7:30 am** depending on traffic.
- Due to the nature of some of our artefacts i.e. Swords/Spears/Axes we have been requested by the **Police** that we park our vehicle on school property at all times, this is also required so we have minimum contact with children and staff whilst unloading and loading.
- We will need to park our vehicle as close as possible to the to the hall or classroom where the day will take place or alternatively the main entrance so as to minimise the distance we need to carry our equipment and artefacts.
- We will need access to the location on arrival to allow us to sanitise the artefacts and equipment before the workshop begins.
- We aim to start the day between 9:00 am and 9:30 am but this depends on being able to access the location on time and the time taken to unload and transport our artefacts to where the day is taking place.
- The use of the school hall or similar space all day is preferred for larger groups but a classroom can be used if it is large enough. We are very flexible where we can do our workshops however will require space for either 6 trestle or 10-12 classroom tables ei (app 12m in length) the tables will be cleared at lunchtime. It may take longer to pack things away as children will not be able to help as they have before.
- If there are any children with special needs or any other requirements please let us know on the day
- Your school must provide sufficient staff to supervise the number of children taking part in the day to assist with discipline and must remain vigilant at all times. Our activities are very exciting for children and we expect standards of behaviour to be enforced. None of the artefacts we bring have a sharp edge but many are made of metal and wood, and can cause injury if not handled properly we will halt activities if in our opinion there are not enough staff present or staff are not adequately supervising the children for the activity to continue safely.
- We can provide a risk assessment by email on request and it can be downloaded from our website
- We carry our DBS/CRB certificates with us at all times.
- Any booking made 10 school days or less before the date of the booking is deemed as a confirmed booking once a date for the booking has been agreed.
- Once a workshop date has been agreed and confirmed by email unless notice to cancel is given 10 school days before the date of the workshop the full cost of the workshop will be payable.
- Details are available on our website to help organise and enhance our visit to your school these include Viking and Saxon names, colouring sheets, information for parents on how to make simple costumes and more they can all be downloaded for FREE from **www.longship.co.uk/downloads.htm**

If you have any trouble downloading any of the sheets please email
schools@longship.co.uk
or call **07930166443**