



School Site Visits 2026 – Terms and Conditions

PRE-VISIT

- **Making a booking:** Please download and fill in section 1 of the Learning Site Visit Booking Form, and return to learning@amberleymuseum.co.uk.
- **Adult-child ratios:** Adults go free based on the following recommended ratios: 1:5 EYFS-KS1; 1:8 KS2, 1:10 KS3 plus any additional one-to-one and SEND support staff the school.
- **Minimum charge:** Whole class or 20 children – please contact the museum should your group be smaller.
- **School Visit Grant:** If you have been awarded a grant, you will be sent the terms separately.
- **Booking confirmation:** Your booking form will be returned signed by a member of the learning team as confirmation of your booking. The form will include a schedule for your day and a summary of the charges.
- **Changing the date of a booking:** Once your booking has been confirmed, we can change the date once free of charge, subject to availability of the date required. Any subsequent changes might incur £25 administration fee. If we are unable to provide a new date that is convenient for you, our normal cancellation charges will apply.
- **Cancellations:** If you need to cancel your visit, we will offer you the option to reschedule on a mutually convenient date for no extra charge. If this is not possible, we will send you a BACS invoice for the appropriate cancellation charge, listed below. If you had been awarded a School Trip Grant, the cancellation charge will reflect the value of the booking with the grant.

Time frame	Cancellation charge
Less than 14 days from the visit date	100% of booking value
Between 14-28 days from visit date	50% of booking value
More than 28 days from visit date	£25 administration charge

- **Payment:** You may pay on the day or be invoiced (BACS) after your visit as per the numbers that attend on the day (any significant changes eg 10% or more please contact us in advance to discuss).
- **Timetable/schedule:** This will normally be supplied via the school booking form page 2 – please do review and notify us in advance of any necessary changes.
- **Pre-visits:** If you do not know the site, a free previsit is highly recommended. If you are visiting at the weekend, any dependent children can also visit for free, but any additional adults (not part of your school staff) will need to pay a discounted entry rate of £10. If a mutually convenient time cannot be found, we will ask to speak to you by phone instead.
- **Site risk assessments** will be provided in advance of your visit as will maps of the site.
- **Clothing:** as we are an outdoor museum please do emphasise to parents that the children wear/bring suitable clothing and footwear especially during the winter months where the site can be wet and cold.

ON THE DAY

- **Parking:** Coaches, cars and minibuses can park free in the visitors' car park adjacent to the parking for Amberley train station. Charges in our car park for non-Museum visitors now apply. As a visiting group you will continue to benefit from FREE parking, but please remind your driver to enter the registration number when you visit. Drivers will be able to enter registration numbers in the Shop, Cafe or Loading Bay at any time during your visit. We recommend taking a note of your registration before walking down the path to the Museum.
- **Meet and greet:** Your group will usually be met in the car park or outside Amberley train station by a member of the Learning Team, who will welcome the group and escort you onto the museum site via the ticket office.
- **Lunch space:** A lunch space will be available to prebook where bags can be left during the day. We regret the Limeburners is not available to school groups to eat in unless a member of staff has arranged. We cannot accept responsibility for any personal belongings left on site.
- **Workshops:** A member of the learning team is normally available to guide you to your workshop area – but it is the school leader's responsibility to ensure the group arrive at booked sessions at the agreed time. We reserve the right to alter the timings and content of your day due to late arrival. All talks, workshops, exhibitions and live interpretation of the site are subject to availability and may be closed, amended or cancelled without prior notice due to technical, operational or other reasons, including poor weather.
- **Special requests:**
 - Please keep to the marked paths, tracks and trails, and do take particular care along the road and when crossing the railway.
 - The museum houses an extensive collection of artefacts large and small and is home to a varied range of plants, flowers and wildlife so please take care around the site to help us maintain and preserve the collection.
 - Please try to ensure that staff, volunteers and visitors are treated with respect.
- **H & S:** Please remain seated when riding on our buses or trains (some of which have open sides) and keep arms and legs inside the moving vehicle and adhere to any further safety briefings given by Amberley Museum staff or volunteers.
- **Toilets:** Available for school use, located opposite Humphrey's Barn (lower site) and opposite Connected Earth (upper site). A member of the Learning Team will close the Humphrey's Barn toilets to general visitors temporarily on your arrival. School groups are asked to not use the toilets in the Limeburners' Café, unless in an emergency.
- **Shop:** Please plan to visit in small groups of 10, as this small space also acts as the main visitor entrance and exit.
- **Departure:** In our main season the Museum begins closing at 16:00 and closes at 16:30. The Museum exit is the same as the entrance, through the Time Tunnel (and through the shop).

We hope you have an enjoyable day out at Amberley Museum!

The Learning Team

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