

BOOKING POLICY TERMS & CONDITIONS

Educational groups eligible for free entry

- formal education groups including schools, colleges of further, higher and adult education, and universities (please see the first paragraph overleaf and "Groups not eligible for free entry" list below for tours arranged on a commercial basis)
- groups with special learning needs or disabilities, groups of gifted and talented children and mentoring services (you can let us know of any specific needs or ways that we could make your visit more effective when booking)
- lifelong learner groups – the Workers' Educational Association, local authority classes and the U3A
- organised informal education groups including Scouts, Cubs, Guides, Brownies and similar youth groups, such as the Young Archaeologist's Club
- home educators who are members of Education Otherwise, The Home Service, the Home Education Advisory Service or TEACH and other home educating families at our discretion. Free entry extends to parents with their children as part of such visits
- National Trust Education Group members to a number of properties if qualifying for a visit under our terms & conditions and pre-booked using the application form. The sites include Stonehenge, Housesteads Roman Fort, Dunstanburgh Castle, Hailes Abbey, Hardwick Old Hall and Mount Grace Priory

Groups not eligible for free entry but eligible for 15% discounted entry (10% at Stonehenge)

- parties of 11 or more visitors who are paying together but do not qualify for free educational visits because they are on a leisure visit which does not involve planned education work at the property. Each coach also receives free entry for one tour leader and one coach driver. English Heritage members, coach drivers and tour leaders do not count towards the group total. For reduced entry group visits, please contact the property directly
- summer schools, study holiday groups and lecture tours for adults including those arranged on a commercial basis by universities and other organisations
- groups wishing to use outside providers such as tour guides, artists and theatre groups
- EFL and Language Schools

Property and access information

To help you see at a glance which learning resources, facilities, activities and topics are available where, download our area maps and national and regional properties guides for learning groups from www.english-heritage.org.uk/education. These also show which properties are best for specific periods or subjects and which offer Discovery Visits. For detailed general information on properties, their location, access, public opening hours and facilities please see the individual property pages.

Our free Access Guide (www.english-heritage.org.uk/upload/pdf/Disability_Guide.pdf) gives details of sites with facilities specifically for visitors with disabilities and will help if any of your learners have particular requirements. The guide is also available in Braille, tape cassette, disk or large print formats from Customer Services on 0870 333 1181.

Group sizes

Typically all properties can welcome at least one class or group of 30 with helpers. Most can accommodate much larger numbers.

Arrival and entry times

- Please arrive on time. Call the property or appropriate regional office if you need to change the time of arrival, cancel the visit or if you are unavoidably delayed
- The free entry scheme does not cover entry to public events. Education groups are welcome to visit these on payment of the relevant site and event entry fees – the normal discount rate applies for groups of 11 or more. For a free Events Diary, call Customer Services on 0870 333 1183

Cancellations

If you need to cancel your visit for any reason, please contact the appropriate regional office. Charges will be made for Discovery Visits if cancelled less than two weeks before the intended visit.

Weather conditions

Visits can go ahead in light rain as cover is available at most properties. In severe weather conditions it is possible that the property may have to be closed at short notice for public safety. If in doubt, please contact the property or consult our website before travelling.

Use of audio tours

We regret that we are unable to provide audio tours for school groups. However:

- Group leaders may use audio tours free of charge (where available) on a preparatory visit to aid familiarisation with the site
- Adult education groups may be able to hire audio guides for a fee. To pre-arrange audio tours, please contact the property directly
- Tourism students evaluating on-site facilities as part of their course work can use audio tours if available
- Audio tour scripts to help you prepare for your visit are available for some properties – please enquire when booking

Other terms and conditions

- By booking a free educational visit you must accept our terms and conditions of entry. You may be asked to supply proof of status and details of the organisation you belong to or the educational work planned on site
- We reserve the right not to grant free entry
- A few properties may make a charge for additional services and facilities due to management arrangements

Contact the regional office nearest your chosen property:

- **LONDON** 020 7499 5676
- **SOUTH EAST** 01483 252013
Deal, Dover & Walmer Castles 01304 209899
Isle of Wight 01983 280201
- **SOUTH WEST** 0117 975 0720
Stonehenge 0117 975 0688
- **WEST MIDLANDS** 0121 625 6864
- **EAST MIDLANDS** 01604 735440
- **EAST OF ENGLAND** 01223 582732
- **NORTH OF ENGLAND** 01904 601917

BOOKING APPLICATION FORM

Please complete all sections clearly in BLOCK CAPITALS

1 Where would you like to go?

Name of property you would like to visit

.....

If you would like to add a Discovery Visit (if available) please specify which one (see our property guides for learning groups or visit www.english-heritage.org.uk/education for details)

.....

Please specify if you would like to use special resources and/or facilities available at the property (see regions and properties list)

.....

2 When would you like to go?

Please note some properties described as "closed" in winter may be opened by arrangement for educational groups. Please phone the appropriate regional office for details.

Preferred date of visit

Day of week Day Month Year

.....

Start time End time

.....

Alternative dates (should your preferred date be unavailable)

Day of week Day Month Year

.....

Start time End time

.....

Day of week Day Month Year

.....

Start time End time

.....

3 About your educational establishment

Name of organisation

.....

Address

.....

Town

.....

County/Province

.....

Full UK postcode/zipcode

If your postcode is not UK, please enter the digits only with no spaces

.....

Country (if not UK)

.....

4 About you – Group Leader

First name

.....

Surname

.....

Job title

.....

Email address (Please print clearly – one character per box)

.....

Daytime telephone number

.....

Mobile telephone number
(for emergencies; this will be printed on the permit which is also sent to property staff)

.....

Fax number

.....

CUT HERE AND RETURN THIS SIDE