

## **TERMS AND CONDITIONS – COVID-19 Adapted In School Museum Sessions**

1. All school COVID-19 Adapted In School Museum Sessions must be booked in advance directly with the Lifelong Learning Team at STEAM and confirmed by the Lifelong Learning Team at STEAM.
2. A school booking is deemed as confirmed by STEAM, on behalf of Swindon Borough Council, once the Booking Confirmation email has been sent to the school by the Lifelong Learning Team.
3. Once confirmed by the Lifelong Learning Team the booking is established and the school agrees to meet these Terms and Conditions.
4. Once your booking is established with STEAM, your invoice will be generated. You will not be able to make any reduction to the number of pupils booked from this point.
5. Your invoice will be sent out at the end of the half term prior to your In School Museum Session, or at the start of the half term of your In School Museum Session. If you book and then have your In School Museum Session within the same half term, you will receive your invoice as soon as your booking is confirmed.
6. Payment is required within 30 days of the date of the invoice. Details about payment options can be found on your invoice. We are currently not taking payments by cash or cheque. If you can't make a BACS payment you will need to pay by card.
7. If you or your Local Authority pay by BACs, send the remittance advice to STEAM ([steameducation@swindon.gov.uk](mailto:steameducation@swindon.gov.uk)) and not to Swindon Borough Council.
8. Swindon Borough Council does not issue refunds for any pupils absent on the day of your In School Museum Session.
9. If more pupils attend than stated on your invoice and confirmed by the Lifelong Learning Team, you will receive an additional invoice for the full price per additional participant.
10. The maximum group size for all COVID-19 Adapted In School Museum Sessions is 34 pupils. The class teacher must relocate any additional adults who are not needed for 1: 1 pupil support to another classroom to enable social distancing.
11. All COVID-19 Adapted In School Museum Sessions are sold as pre-allocated, timed slots, which are not negotiable. Your slot will be confirmed by email on an attached timetable. These timings must be adhered to because of the high volume of schools booking with us each day.
12. Only the pupils need to be paid for. The class teacher does not pay to attend the session but must be present as they will still be responsible for the behaviour and well-being of the pupils.

13. Schools must adhere at all times to the Standard Health and Safety Conditions for school groups booking a COVID-19 Adapted In School Museum Session and to the Risk Assessments, Safe Systems of Work and Health and Safety Requirements sent with your booking confirmation email. These have been especially adapted to be in line with government regulations surrounding COVID-19. These are also available on our website at [www.steam-museum.org.uk/learning/](http://www.steam-museum.org.uk/learning/) under the relevant Key Stage area on the 'Learning' page.
14. It is the responsibility of the class teacher to be absolutely familiar with all documents referred to in paragraph 13 and these Terms and Conditions before the day of the In School Museum Session and to ensure that all children are fully briefed.
15. Whilst we are happy for you to take photographs of the children in your own school, at points that the Formal Learning Officer will stage for you, we do not permit filming of any Formal Learning Officer or volunteer led session.
16. Due to the current Covid-19 situation we have suspended our usual cancellation policy. If you have to make a last minute cancellation due to Covid-19 related circumstances we will not charge you for your visit. If possible we will try to reschedule your visit for another date but this will depend on circumstances at this uncertain time. Any cancellations that need to be made must be received by telephone, **Monday to Friday**, between 10am and 2pm on 01793 466640 (STEAM Learning Team) or 01793 466637 (STEAM Administration). Do not leave a message. You must speak to a member of the Learning or Administration Team. Alternatively, as the office may not be manned during COVID-19 restrictions, email [seducation@swindon.gov.uk](mailto:seducation@swindon.gov.uk). Please include a contact number.
17. It is the responsibility of the Formal Learning Officer to call your school if they are running late due to traffic hold ups. If the Formal Learning Officer cannot attend due to a sudden illness or accident you will not be charged for the In School Museum Session and we will offer to reschedule the session for you at another time.
18. If the school has a confirmed case of Covid-19 amongst pupils or staff the Learning Team at STEAM must be informed. The session will need to be cancelled and rescheduled for another time.
19. Educational activities organised by STEAM are VAT exempt.