

Important information for your visit

Please read all the information below to ensure your educational visit can go ahead smoothly. We have designed our instructions and terms & conditions to ensure the health and safety of all students.

Getting here

- Maximum coach size is 11 metres. This is due to the narrow country lanes leading to our site and restricted parking. If you arrive in a larger coach, unfortunately, we will be unable to accommodate your group and you will be turned away. We have a coach policy document that you can download from our website, please read this and pass it on to your coach company.
- As we are situated in a rural area, we recommend planning your journey in advance to ensure you arrive punctually. Depending on your school's opening time, you might need to arrange an earlier meeting time to guarantee an on-time arrival.

Your arrival and visit

- For health and safety and security reasons, when arriving early, please supervise your students in the visitor car park. Please note we cannot take responsibility for any students dropped off early by their parents and left unsupervised.
- If your group are delayed or run late for your designated timeslot, please call us on 01279 843333.
- Our workshops can accommodate a maximum of 30 students. Student to adult ratios for your group are as follows:
Primary Schools: at least two supervising adults per 15 students
Our policy ensures that in case an adult needs to step away in an emergency, under 18s or vulnerable students will continue to be fully supervised at all times. If your group arrives with fewer supervising adults than our requirements dictate, we may not be able to proceed with your visit.

Please advise if any of your students have any special educational needs or disabilities so we can coordinate plans accordingly.

Teacher pre-visit and health and safety

If you haven't visited us previously, one staff member is invited to join us for a complimentary teacher pre-visit. Please get in touch with us to schedule this opportunity. Ensuring students' safety and safeguarding the artworks are our top priorities. You can access our risk assessment guidelines by downloading them from our website.

Your educational visit itinerary and details:

Schedule	Activity
9:45	Arrival & welcome
10:00	Collective starter activity, including time outdoors
10:30	Main Workshop
11:30	Lunch in the picnic area
12:00	Free time for sketching, taking photos and visiting Henry Moore's Studios
13:00	Departure

Arrival

Drivers should park in our visitor car park. Make your way to the space outside the Visitor Centre where a member of staff will greet you. Toilets are available.

Collective starter activity & main workshop

Activities will be led by our Engagement Curator, Sophie Greenstreet. Please be aware your students will spend time outdoors, in the Maquette Studio, and in our Interpretation Room using materials including terracotta clay.

Please advise your group to wear appropriate footwear and clothing. Aprons will be provided, along with workshop materials.

Please let our staff direct you on our sculpture touching policy. However, please do ensure that your students are briefed that climbing, sitting or standing on the outside sculptures or their plinths is not permitted and can damage the artworks.

Please ensure all your students remain supervised at all times.

Lunch

Head to one of our designated picnic areas for lunch. We may be able to offer you use of an indoor area for your picnic if the weather is poor, subject to availability.

Free time for sketching and photography in the gardens

If you would like to visit the studios, please ensure your students are supervised and adhere to the specified capacity limits in each area.

Students may also wish to browse our shop in the Visitor Centre and our café is also open all day from 11:00 for light refreshments.

Departure

Should you require extra time for sketching, kindly reach out to us via email to inquire about availability.

Educational visits Terms & Conditions

Please read the details of our bookings very carefully and keep a copy of this for your records.

- Your confirmed booking form, accompanied by the signed Terms & Conditions below, will confirm and secure your visit. Failure to comply with any of our Terms & Conditions may result in invoicing your school for a total of £100 to cover the costs associated with your visit.
- If you need to cancel your booking, please notify us at your earliest convenience by sending an email at least one month before your scheduled visit date.
- If you anticipate being late, please inform us at least 20 minutes before your scheduled visit start time.
- If you are arriving by coach, please ensure that it does not exceed 11 meters in size. Regrettably, if a larger coach arrives, we will not be able to accommodate your group due to space limitations, and entry will be denied.
- Your group is required to depart Henry Moore Studios & Gardens by 13:00, as indicated in your booking confirmation. If you wish to extend your stay, kindly request written permission in advance, and ensure it has been granted before prolonging your visit.
- You must ensure no damage or loss is caused to the Henry Moore Studios & Gardens or its artwork, or any personal property.
- You must ensure that students do not attempt to scratch or climb on any of the Henry Moore Studios & Gardens property, including plinths, gates and fences.
- You must ensure that students do not consume food or leave litter in the grounds of the Henry Moore Studios & Gardens. Food should only be consumed in the designated picnic or lunch areas.
- You must ensure that a supervising adult accompanies students at all times during their visit. Any students that are found unaccompanied in the grounds will be regarded as a health and safety risk, and necessary measures will be taken accordingly.
- You must ensure that you have the correct amount of teachers/support staff to supervise your students.

Please confirm your group numbers at least one week before your visit. Please note that we might not be able to accommodate additional members to the group after this deadline.

By ticking the Terms & Conditions box in the booking form, you agree to the Terms & Conditions above and confirm that you have read and understood all the information in this document.