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.**
- Your group will be divided up so that there is a maximum of 15 students per tour guide. Student to adult ratios are as follows:
  Primary Schools: at least 2 supervising adults per 15 students.
  Secondary Schools: at least one supervising adult per 15 students, plus an additional adult to step in if necessary.
  Colleges and Universities: at least one supervising adult per 15 students.
  Our policy ensures that in the 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 us if any members of your class have any additional requirements 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:

Depending on which educational slot you have booked, your itinerary will be as follows:

Activity	Educational slot one	Educational slot two
Arrival	9:30	10:30
Greeting & Introduction	9:45	10:45
Start of your tour	10:00	11:00
Lunch	11:30	12:30
Free time for sketching and photography	12:00	13:00
Departure	13:00	14:00

Arrival

On arrival drivers should park in our visitor car park, on the opposite side of the road to the Foundation. Make your way to the Visitor Centre where a member of our team will meet you.

Greeting & Introduction

A short introduction and an opportunity to visit the toilet, place bags and lunchboxes in our educational spaces. Groups will be split into a maximum of 15 students per guide. Tours will start promptly.

You will be briefed on our sculpture touching policy upon arrival. In advance of your visit, please ensure your students understand that climbing, sitting, or standing on sculptures or their plinths is strictly prohibited, as it can damage the artwork.

Start of your tour

This tour will take approximately 60 to 90 minutes and will give your students a fascinating insight into the life and work of Henry Moore.

Please ensure all your students remain supervised at all times.

Lunch

Our guides will bring you back to our educational spaces, and from there, you will be shown the lunch facilities.

Free time for sketching and photography in the gardens

If you would like to visit the studios, please ensure that your students are supervised and that you observe the appropriate restrictions on numbers in each space.

Please supervise students if using the gift shop and please be aware that the shop area is quite small and not suited for more than 15 students at any one time.

Please also note that our café is open from 11am for light refreshments.

Departure

If you would like more time to sketch, please contact us in advance of your visit.

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 or 14:00, 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 month 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.