**TERMS AND CONDITIONS FOR VISITING SCHOOLS 2019-20**

* **Helpful reminders**

As Guildford Cathedral is used by a number of different departments, often on the same day, it is essential that you keep to the times of the visit. Please try to arrive in time for a prompt start. If, for any reason outside your control, you are prevented from arriving on time, the Guildford Cathedral will do their best to accommodate your group, but may need to alter the content of the session.

If you find on the day of your visit that you are going to be late arriving at the Cathedral, please telephone Main Reception on 01483 547860 to advise us.

Please note that we do our best to accommodate your wishes, but occasionally it may be necessary to cancel or postpone your visit due to unforeseen circumstances, such as a funeral, insufficient staff, or inclement weather. We strongly recommend calling the Cathedral prior to departure in the case of snow to ensure that the visit can go ahead as planned. We do not cover the cost of coach or other unforeseen charges incurred by schools as a result of cancellation (by either party), so please have a contingency plan for this eventuality.

Kindly provide as much notice as possible should you need to cancel your visit. Sometimes we are able to offer an alternative date. In the event of cancellations close to the date of the visit the following charges will be levied:-

* Less than two weeks’ notice – 25% of the cost of the visit
* Less than one weeks’ notice – 50% of the cost of the visit
* Less than 48 hours’ or non-appearance of group – 100% of the cost of the visit
* **Parking and entrance**

On arrival coaches should pull around to the front of the Cathedral to allow pupils to disembark. Someone from the Cathedral will be there to meet you. If the coaches are staying for the duration of the day they will be allocated a space and it will be for their sole use. If your transport is planning on staying for the duration of your visit they will need to log their registration number with either the shop or Seasons restaurant to prevent them from receiving a parking ticket!

Please ensure all children and adults enter the Cathedral using the front door via the main path to avoid mud being brought into the space.

* **Behaviour**

Guildford Cathedral is first and foremost a place of worship. We would be grateful if you could prepare your group accordingly. Mobile phones should be turned off and inconsiderate and inappropriate behaviour and language should be avoided. Some basic ground-rules will be re-iterated before the visit begins. These apply to staff as well as pupils.

* **School Staff responsibilities**

We do not permit a class to be left in the sole responsibility of a member of the Guildford Cathedral Staff: a teacher or a responsible adult must stay with the pupils and be responsible for the discipline of the group at all times, including at break time and lunch time. For primary school groups we ask for a ratio of 1 adult to 8 pupils; for secondary school groups we ask for 1 adult to 10 pupils. There must be sufficient adults available (and physically able) to escort groups around the Cathedral site.

It would assist us greatly if you could **label the children with their names** before they arrive.

* **Use of Cathedral facilities**

The toilets are next to the restaurant – please be aware that these are used by the general public. Children needing to go to the toilet during the workshop sessions will need to be accompanied by their chaperones and they have to cross the approach road to access them.

* **Consumption of food**

If you intend to stay for lunch we can accommodate this and will find a suitable space for your group. Alternatively, if the weather is good then you can eat outside on the lawned area in front of the Cathedral or by the side of the Cathedral on the grassed area. Children may eat packed lunches while sitting outside the Cathedral, but please take all rubbish away with you. Please do not picnic in the garden of Remembrance at the East End of the Cathedral.

* **Taking of photographs**

Please note that photos or videos may be taken by the Cathedral Staff for publicity during any school visit or workshop. Please advise us on the day if you have any children who cannot be photographed, as we can accommodate this. Photos will be transferred to the Guildford Cathedral Company Server and will be stored with a date and the name of your school. Any photos in which children are identifiable will be deleted. If we would like to use any particular image in our publicity, we will let you know by email and send you a copy of the image in case of any objections.

School staff may take photographs of your own school group (subject to your school rules) and of the building. The only place where you may not take photographs is in the Treasury. We would always welcome copies of your photographs for our own publicity and website, subject to parental approval, so please send or email them to us after the visit.

* **Health and Safety/Disability access**

Schools are responsible for conducting their own risk assessments. If you require a visit to the Cathedral prior to the visit in order to conduct your risk assessment, please telephone our office on 01483 547880 beforehand to ensure that there is no event planned at the time you wish to visit which would prevent you from having full access. The Schools’ Department will always have written our own risk assessment for your visit: please do get in touch if you would like a copy of the assessment completed by us.

It is also each individual school’s responsibility to ensure there are adequate First Aid facilities for their group.

Please let us know if there are any pupils in your group with any special needs. We can provide wheel chair access to the majority of areas if we are advised at time of booking.

* **Invoicing**

You will be invoiced after the visit, except for special events such as Drama Workshops which must be paid for before the day. Any queries concerning invoices should be made within seven days. Guildford Cathedral reserves the right to levy interest at 2% above base bank rates for any overdue accounts.

* **Use of Cathedral shop**

We have a Cathedral gift shop and children are welcome to visit in groups of up to 10, accompanied by an adult. There is a range of small cost items available. However, if you prefer, one of the shop staff can bring a range of items to your class. Please contact us in advance if you would like to visit the Cathedral Shop in case extra staff is required.

* **Liability Insurance**

Guildford Cathedral requires each school to carry liability insurance applicable to their visit to the Cathedral. It is the school’s responsibility to ensure that appropriate insurance cover is in place. Guildford Cathedral does not accept responsibility for (and shall have no liability for) any loss of or damage to property belonging to the school or anyone attending. Guildford Cathedral shall only be responsible for damage to the physical property of the school group if such damage is caused by the negligence of Guildford Cathedral or its personnel.