

- This is a unique event that is only available once per year. Schools that are selected but then unable to attend for any reason, must notify the Museum by Monday 19th January to ensure another school can benefit from the opportunity. Failure to do so will result in a £100 cancellation fee. Deadline for applications is Friday 12th December, with successful schools notified by Friday 9th January.
- The event is available to Year 8 students with a maximum of 35 students per participating school.
- Participating schools must receive photo and video permission forms for all students attending the event. Images will be shared with and by the Leonardo organisation.
- The Museum will be closed to the general public on the day of the event.
- All activities are held within a supervised controlled environment.
- Teachers should ensure they comply with their own school guidance regarding the safe adult /child supervision ratios necessary for the children in their care.
- Work areas are cleaned daily.
- Bags and coats are stored out of the way to help prevent accidents.
- First Aid is available via the Museum's appointed first aiders.
- Emergency exits and routes are well signed.
- Food and drink are only permitted within the designated areas during times as set out by the Learning Officer. There must be no eating or drinking during activities or whilst working inside the Museum.
- Children must be supervised whilst eating. Teachers and adult helpers are not permitted to leave children alone during lunch and breaks. All students must bring a packed lunch and drink to the event.
- The behaviour and discipline of pupils is the responsibility of Group Leaders (teachers/tutors and adult helpers) who remain in loco parentis for the duration of the visit.