

Guidance & Instructions for visit organisers

(Please see separate sheets for your Booking Confirmation & Invoice)

1 Preparing for the visit

- **Make a preliminary visit (free of charge) if you can.** This is an ideal opportunity to familiarise yourself with the site, explore the exhibits and plan for the day. It is advisable to phone in advance and we ask you to sign in at reception on arrival. We will try to ensure someone is available to answer your questions.
- **Think about aims & objectives.** What will be the focus of the visit? Will pupils have key questions to answer? A visit to The Observatory Science Centre is about bringing fun and science together. It is an ideal opportunity to explore, to find out, to touch, and to see what happens. It is not essential to have carried out any specific preparation with pupils beforehand, but if a visit is linked to specific topic work it is beneficial to inform us at the time of booking.
- **We do not have worksheets as we are a 'hands-on' science centre, but we have no objection to groups bringing their own.**
- **Remember that Goody Bags (from £1.50) can be ordered in advance to save time on the day.**
- **Brief children & accompanying adults about the visit and our Code of Conduct.** Please ensure the adults understand their role, as outlined below.
- **Please phone the centre prior to your visit if you have any unanswered questions.**
- **Risk Assessments are available from our web site (education section).**
- **Please allocate the children into evenly-sized groups before you arrive – your confirmation letter states how many groups are required, and your timetable will be prepared to this number.**

2 Adults

Adult helpers accompanying the visit are vital to the pupils for their supervision & support.

Please ensure that your adults:

- **Know that they are expected to ensure that the pupils in their group behave appropriately and follow the Code of Conduct.**
- **Are aware of the focus & aims of the visit.**
- **Know which pupils are in their group, and their allocated group number**
- **Keep to the issued timetable on the day, unless instructed otherwise by Science Centre staff**
- **Ensure that Science Centre staff are listened to and respected**
- **Encourage pupils to use each exhibit correctly, reading the instructions etc.**

Helpers should be reminded to dress appropriately for the weather conditions, sensible footwear and clothing (not flip flops or high heels) as some areas are outdoors and it can be cold, muddy etc. Bring a packed lunch (there is a café at the centre).

3 Pupils

Our aim is for children to have fun whilst experiencing science in a variety of ways.

To help achieve this, please ensure that pupils:

- **Know who their group leader is, and their allocated group number**
- **Stay with their group and supervising adult at all times**
- **Dress appropriately for the weather conditions**
- **Bring a packed lunch and enough to drink**
- **Are encouraged to ask lots of questions**
- **Have loads of fun!**