

The Observatory Science Centre Information Pack for Children's Workshops 2025



Notes for parents and guardians: **please read carefully before booking your child onto a workshop.**

Half day workshops: 10.30am-1.00pm or 2.00pm-4.30pm.

Full day workshops: 10.30am- 4pm (unless otherwise stated); Twilight workshops may vary due to time of year.

Booking is ESSENTIAL for all workshops.

PLEASE NOTE: Workshops are for 7-11 years ONLY. We cannot accept children who are under the age of 7; **please respect this policy when making a booking. If we suspect your child is younger than 7 we reserve the right to refuse entry without any refund.**

The admission price per child is for the pre-booked workshop session only. If you wish to visit the Centre before or after the workshop, you will need to pay admission into The Centre for any children attending the workshop plus any accompanying adults/children. You will be provided with a wristband to help us identify that you have also booked for a day visit.

LATE BOOKINGS: Workshops are limited to 24 children so please book well in advance to avoid disappointment. Please also note that the workshop can only take place with at least 6 children. If the minimum number of places has not been reserved at least 5 days in advance of the respective date The Centre reserves the right to cancel the workshop. Late bookings may be accepted but it is essential to realise that in order to fulfil our Health and Safety requirements of a sufficient adult to child ratio, suitable for the age group, we need to arrange for the correct number of OSC staff to be present at least 5 days prior to the date of the workshop. Workshop materials are also prepared in advance in accordance with the number of children booked.

Events are run by experienced Science Centre employees supported by volunteers. All employees and volunteers working with children are registered as STEM Ambassadors and have been checked through the Disclosure and Barring Service (DBS). There are always a sufficient number of adults supervising the group (to the recommended ratio). This allows each child to fully participate and ensures that children are sufficiently supervised.

The workshops are set up with 4 tables of a maximum 6 children per table. The workshop presenter usually stands at the front of the workshop when speaking to the children but the other assistant(s) make sure everyone has sufficient help with activities if required, throughout the workshop. Depending on the workshop children either work on their own or in a pair (children work in pairs throughout the chemistry workshops). Workshops are based around hands-on activities which may include making things or conducting experiments. Activities may vary slightly from the descriptions given following an assessment of the ability of the group. We recommend practical clothing and footwear for all the workshops. Please make sure children have warm clothing and footwear for autumn and spring workshops especially.

Please do not come through reception if you are just dropping off or picking up your child/children. Please come to the white gates outside the Science Station which is located in the basement of Dome F: white Gates at the far right hand-side of the Car Park as you face the Centre (see map in this information pack). **HOWEVER**, if you are paying for additional admission into The Centre or you have pre-booked you will need to come to reception and either pay the relevant admissions (don't forget the workshop price is for the workshop ONLY) or be checked off the booking list. Please allow time to register and complete a Code of Conduct form if you have not done so already. See below for code of conduct form.

Please provide a packed lunch and a drink on **FULL DAY/TWILIGHT EVENTS**. There will be a break half way through the half-day workshops when there will be time for a drink and snack if desired. **WE DO NOT PROVIDE DRINKS OR SNACKS. Please do not pack food containing nuts.**

The workshops are intended for children only and we encourage adults to leave their children with us. **Please be aware, while we want to be as inclusive as possible we are not specialist SEND providers and therefore we are unable to offer one to one support.** Please contact us **BEFORE** booking a place for your child/children if they either receive one to one care in school or need additional support during the workshop to make sure that the workshop is suitable for your child/children's needs. This will avoid any disappointment.

REFUND/TRANSFER/CANCELLATION POLICY: Any refunds or transfers will incur a £5 administration charge. Please note; we will not be able to refund/transfer any bookings within 7 days of the event taking place.

Code of Conduct and Registration Form

Please print and bring this form with you

Please bring your Booking Confirmation with you on the day and show it to the person who is registering in your child/children. If your child/children are staying in The Centre following the morning workshop you will need to produce a relevant receipt showing the payments that have been made. You will be provided with a wristband.

Code of Conduct

To be completed by the parent/carer before or on arrival at The Centre. Please make sure that your child/children are aware of the details in the code of conduct.

The Observatory Science Centre endeavours to provide all its visitors with an experience that meets their needs and expectations.

Our Code of Conduct requires all visitors to: Show respect to others. Listen to instructions from staff and volunteers and follow their guidance, use workshop materials sensibly and appropriately, share materials and the exhibits and spaces, do not shout or swear. In situations where a child's behaviour is likely to cause offence or create a health or safety risk to themselves or others, The Centre reserves the right to contact the parent/carer immediately and terminate the activity. Stay safe: Do not run, climb or throw objects. Take care: Do not mistreat the workshop materials and resources, exhibits, site or surroundings. You are responsible for your own belongings, The Centre cannot be held responsible for any loss or damage to property. You are not permitted to: use any of the plug sockets onsite, to play your own music onsite, or to take photographs of children onsite. Keep us informed: Tell a member of staff if you have any concerns, particularly if you have an accident.

All parents/carers must sign the form to say that their child will adhere to the Code of Conduct and leave their contact details with The Centre Staff. By signing the document below you give your consent for The Observatory Science Centre staff and volunteers to take responsibility for your child during the workshop. Forms must be completed before leaving your child/children.

Please tick the box if you give your permission for photo's to be taken in the workshop.

Photos may be used in future advertising of The Centre.

Signed..... Print Name.....

Relationship to child.....

(I have read and agree with notes in the information pack)

Name of child/children.....

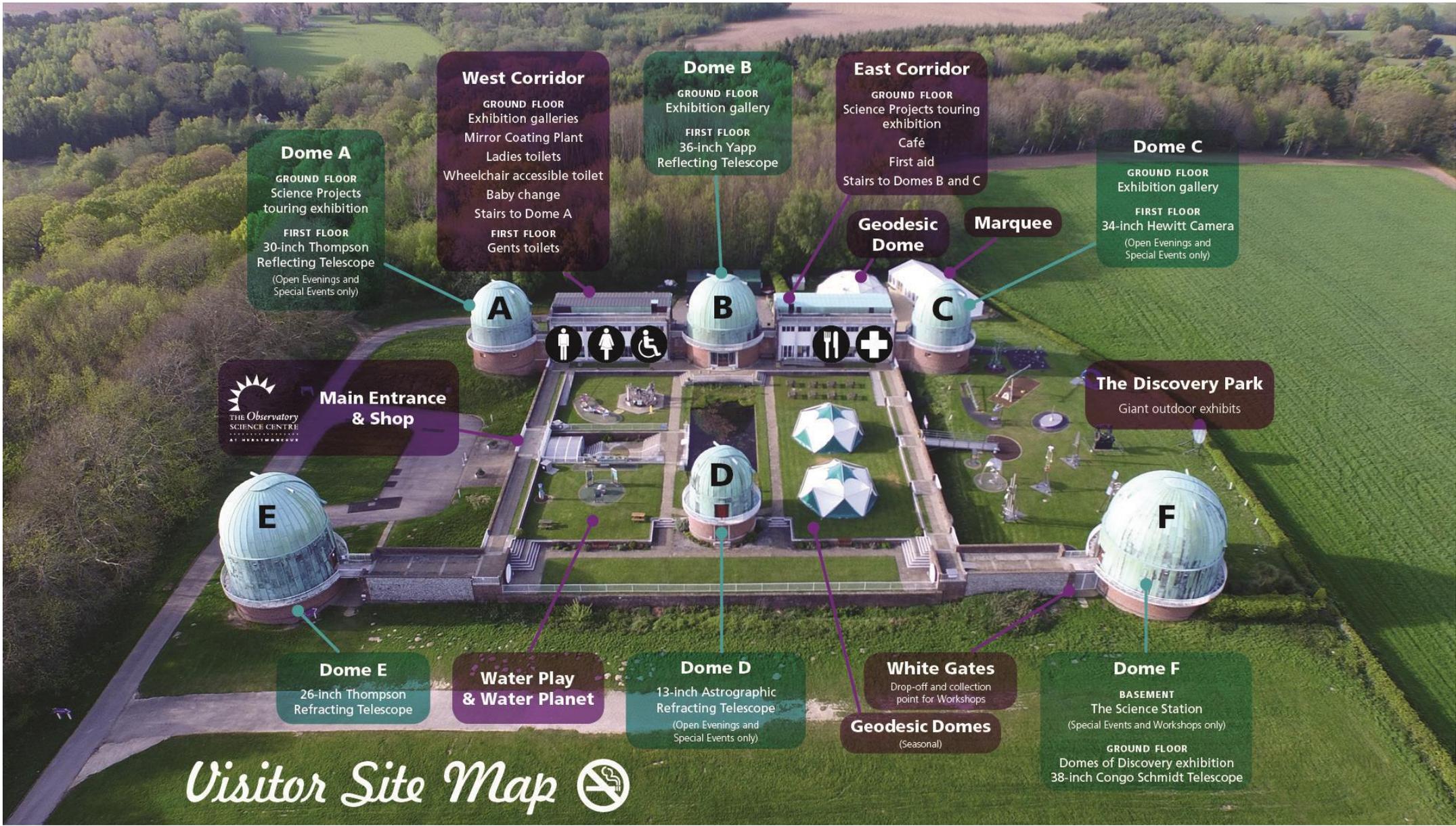
Contact phone number for the day.....

Alternative phone number.....

*Password for collection.....Name of person collecting

ANY OTHER INFORMATION: medical, allergies, special needs.....

*We require a password for Health & Safety reasons to ensure we return children to the correct respective adults



Dome A

GROUND FLOOR
Science Projects touring exhibition

FIRST FLOOR
30-inch Thompson Reflecting Telescope
(Open Evenings and Special Events only)

West Corridor

GROUND FLOOR
Exhibition galleries
Mirror Coating Plant
Ladies toilets
Wheelchair accessible toilet
Baby change
Stairs to Dome A

FIRST FLOOR
Gents toilets

Dome B

GROUND FLOOR
Exhibition gallery

FIRST FLOOR
36-inch Yapp Reflecting Telescope

East Corridor

GROUND FLOOR
Science Projects touring exhibition
Café
First aid
Stairs to Domes B and C

Dome C

GROUND FLOOR
Exhibition gallery

FIRST FLOOR
34-inch Hewitt Camera
(Open Evenings and Special Events only)

Geodesic Dome

Marquee

Main Entrance & Shop



The Discovery Park
Giant outdoor exhibits

Dome E

Dome E
26-inch Thompson Refracting Telescope

Water Play & Water Planet

Dome D

Dome D
13-inch Astrographic Refracting Telescope
(Open Evenings and Special Events only)

White Gates

Drop-off and collection point for Workshops

Geodesic Domes

(Seasonal)

Dome F

BASEMENT
The Science Station
(Special Events and Workshops only)

GROUND FLOOR
Domes of Discovery exhibition
38-inch Congo Schmidt Telescope

Visitor Site Map