

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



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 are usually 2pm-7.30pm

## **Booking is ESSENTIAL for all workshops.**

PLEASE NOTE: We cannot accept children who are younger than the specified age range of the workshop; please respect this policy when making a booking.

**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, an additional SPECIAL OFFER admission charge will apply at the discounted rate of £7 per child.

**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 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 staff supported by volunteers. All staff and volunteers working with children are registered as STEM Ambassadors and have been checked through the Disclosure and Barring Service (DBS). Groups do not exceed 24 children and 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 will be based around hands-on activities which may include making things and conducting experiments, depending on the type of workshop. 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.

**There is no need to 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 taking advantage of the special discounted rate for admission you will need to come to reception and pay the relevant admissions (adults staying in The Centre; any other children not participating in the workshop; any admissions for children participating in the workshop who are staying in The Centre before/after the workshop). 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 and snacks.**

The Observatory aims to meet the needs of all our visitors, therefore please inform us before the day if your child has any special requirements. Parents/Guardians are not encouraged to stay with their children but are admitted free of charge if their child has additional needs and requires one-to-one support.

Please note this site is not suitable for the wearing of 'heellie' or similar roller type footwear. Visitors wearing such items are not permitted to use rollers anywhere on site and enter at their own risk.

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

# Code of Conduct and Registration Form

Please bring your Booking Confirmation with you on the day. If you purchased £7 admission for your child to stay in The Centre after the workshop then they will be issued with a wrist band which must be worn. The special offer admission can only be purchased at reception on the day.

## 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, 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 for parents and code of conduct)**

Name of child/children.....

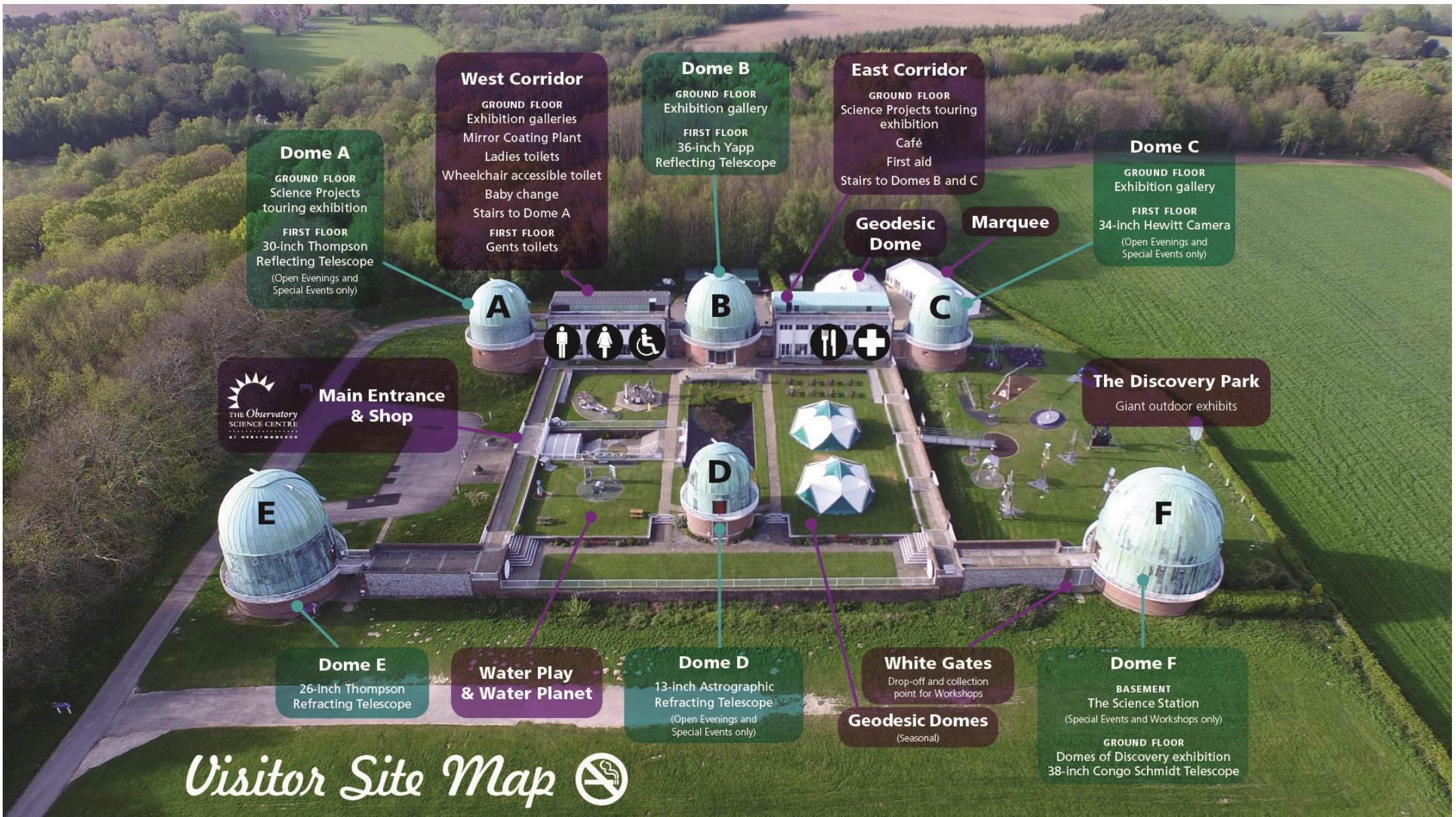
Contact phone number for the day.....

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)



### Main Entrance & Shop



### The Discovery Park

Giant outdoor exhibits



### Dome E

26-inch Thompson Refracting Telescope

### Water Play & Water Planet



### Dome D

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



### White Gates

Drop-off and collection point for Workshops  
(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