

Thank you for booking a workshop in school as part of your learning experience with us.

For the booking to run smoothly, please adhere to the following guidelines both before and during your workshop:

- Prior to our visit please let us know if there are any allergies or SEN issues within the class.
- As class teacher, please remain in the room at all times.
- Your workshop will begin and end at the allocated times: if you require a break, please inform us prior to our visit.
- Our session leader will arrive roughly 30 minutes prior to the start time of the workshop. This time is required for setup.
- Our session leader will need to leave at the allocated time to keep other appointments on schedule.
- Please ensure that you provide the general classroom resources needed: paper, pencils, scissors, glue, colouring pencils, paints and paintbrushes. Please see the specific workshop information for exactly what will need to be provided.
- During the workshop, pupils will divide into smaller groups and complete a carousel of activities. Please see the workshop information for exact number of groups and activities. If you could decide upon these groupings before the session begins, then that would be very helpful.
- Teachers and adults in your group will need to be actively involved. The workshop leader will make clear the roles required by colleagues during your visit: however, if you have any questions, please let us know.
- Our workshops require a minimum of 2 members of school staff present, in addition to the workshop leader. **Please note:** these ratios do not include 1:1 support. You are welcome to include more adults if you wish.
- Where possible, please reserve a parking space near to an appropriate entrance, as our session leaders have multiple resources that they need to transport.

If you have any questions, please don't hesitate to contact us on learning@swheritage.org.uk or via 01823 347451.

We hope you enjoy your workshop and look forward to working with you again in the future.

Many thanks, and we look forward to seeing you soon!