**Booking Information**

The team are keen to make sure your visit to the Heritage Centre is stress-free and enjoyable. We strongly recommend that you make a free preliminary visit to the Centre; this is an opportunity to meet the education team and discuss your requirements in advance .

A complimentary ticket (for up to two people) can be sent for you to use at your convenience. In the meantime, we hope the following information is useful when planning your visit to us.

**Supervision**

The Centre recommends a supervision ratio of one adult to every eight to ten children. Following government advice from the DfEs, the Centre stresses that teachers retain responsibility for groups at all times and must not leave them unattended whilst on site.

**Dress**

Since the Dean Heritage Centre is based in a woodland setting, please dress appropriately for an outdoor site with uneven surfaces and the weather. Sturdy footwear is recommended.

**Access**

Every effort will be made to include students with special educational or medical needs. Special attention should be given to appropriate supervision ratios. The Centre’s galleries 1, 2 ,3 and 5 are accessible to visitors in wheelchairs (There is a ramp which enables access to galleries 3 & 5 , cafe and research library).

At this time Gallery 41 and the Dennis Potter room are not accessible to visitors in wheelchairs. Please telephone the Centre's Learning Officer to discuss any special arrangements.

**Centre Shop**

Your school may wish to visit our shop and for speed and comfort we suggest you take no more than ten children in at one time. All children entering the shop must be accompanied by an adult and having a group leader near the till really helps the reception staff speed up the process and you will be on hand to answer the “Can I afford this?” \_questions! There are a wide range of pocket money priced items for sale or if time is short a range of pre-packed goody bags can be ordered prior to your visit.

Booking Form

FOD Schools please contact Joanne Clarke joanne@deanheritagecentre.com