

The Public General Information for Schools / Visiting Educational Parties

An electronic version of this form is available from the education section of our website
www.thepublic.com

Thank you for your interest in visiting The Public, and taking part in learning experiences with us. Please find details of the work we do, and how to plan a visit to us.

Bespoke learning groups: The Public Learning Team continues to expand and develop its provision for Early Years, Special Educational Needs and Further Education settings through the bespoke nature of our course delivery. For further information on how learning experiences can be created for your party, please contact the Learning Team for further details.

Pupil Numbers and Staffing Ratios

Visits are arranged around a school bringing one or two classes of around 30 pupils at a time. The Public Learning Team requests a reasonable staffing level according to the ration of pupils attending. In cases of Special Educational Needs where extra staffing has been requested, please provide details in advance in order to ensure specific needs are catered to. Whilst The Public Learning Team will endeavour to ensure we meet all requests, we cannot always guarantee specific named staff or on occasion the gender of the staff.

Accessibility

The Public ramp area, the lifts and community areas are fully wheelchair accessible,

Risk Assessment / Terms and Conditions

Risk assessment forms for The Public and your participation in a workshop / tour / event are sent out to you along with confirmation of your booking. We also send a terms and conditions form which you must sign and return to confirm your booking.

Lunch

A lunch space for packed lunches will be allocated for you when you confirm your booking. A café is also present in the building.

How to Pay

A deposit will be requested on confirmation of your booking, and the bulk of your payment will be invoiced for after your visit. In the case of small payments in cash, a receipt from our box office can be issued if you prefer.

How to Book

- 1) Select the type of event or activity you are interesting in discussing with us. You can select an interpretive tour around the exhibitions and activities in association with these, or alternatively a workshop / event from our brochure or website www.thepublic.com
- 2) Phone the Learning Team on 0121 533 7155 / 7152 or email Andrew.fowles@sandwell.gov.uk to discuss your ideas and how we can cater the event specifically for you.
- 3) Select a date (please try to give us at least four weeks notice) and tell us your school address and pupil numbers or an expectation of the group size.
- 4) You'll receive an information pack from us in the post / by email about your visit. Please return your deposit (refundable up until 7 days prior to your event) and signed terms and conditions form to us to confirm your booking.

Conditions for your visit to The Public

Please ensure that you have read through The Public's terms and conditions carefully. If you are happy with this, please sign the enclosed form to show that you have agreed to the Terms and Conditions, and return to the Learning Team along with your booking deposit form and details of payment.

Thank you.

Deposits and Invoicing:

The Public arranges staffing and the allocation of spaces carefully to ensure enough staff are on duty and that schools receive a quality services.

- We will ask for a deposit of £40 when you make your booking. This is not refundable in the event of the party deciding to cancel the visit 7 days prior to your visit.
- Cancellations or differences in numbers can throw our plans. Therefore cancellations can be made by telephone or email on 0121 553 7155 / 7152 or andrew.fowles@sandwell.gov.uk.
- Please avoid issuing cancellations by letter due to the delay this may cause in receiving the information.

You will be invoiced after you visit according to the actual numbers of people visiting and taking part in the workshop. This does not include support staff or volunteers with you who do not take part in any of the activities and are there purely to monitor the group. If this is ten or more people less than your telephone booking we reserve the right to charge 50% of the cost of those who did not come. Please do not send any cash payments by post.

Enquiry Description:

The event description listed on your booking confirmation letter is the one you will receive. If you wish to change your mind we will need at least two weeks notice, and even then cannot guarantee that this will be possible due to the option choices of other visiting parties on that day.

Conduct and Responsibilities:

You are responsible for the supervision and behavioural conduct of your party / group at all times. It is important that you have the staffing numbers required by The Public (this will be covered in your booking confirmation letter) and that these staff do not leave the group during your visit.

We recommend that if your school has a uniform or identity badges they are worn during your visit to help you and our staff identify them in a public space where other schools are likely to be visiting.

Anyone behaving in a disruptive, dangerous or offensive manner will be referred to the staff lead of your party, or alternatively another member of staff from your team or the staff lead from the Learning Team if this individual is not available. If the issue continues the individual may be excluded from the group or asked to be removed from the building. If this applies to one of your pupils or a minor, we will ask that a member of staff accompanies this individual / individuals away from The Public building.

Timings:

Please do try to arrive on time and keep to the timings of your various sessions and lunch break. Your group will be programmed around others and we may not be able to reschedule to ensure you have the full session you have booked for. In the event of delay, please try to contact us on 0121 553 7161.

Cloakroom, Toilets and Lunch Space:

On arrival you will be greeted by a member of staff who will introduce the session and activities. The lead member of staff in your party will also be briefed on the health and safety / fire safety details for the day. You will also be guided to an area where visitors can leave coats and bags. These areas are not locked and items are left at the owners risk so please ensure members of your party to leave valuable at home or on their person.

Toilets are located throughout the building from arrival onwards, as well as designated points to use during lunch breaks. Please remember that the building is open to the public and that a member of your staff may wish to accompany students.

A lunch space will be provided either in or near the workshop space or activity area as required. It is requested that packed lunches and cold prepared food is consumed in this area. We requested that hot food and takeaways are not brought into the space. Should your group wish to purchase hot food and lunches, a café is available downstairs to use.

Souvenirs:

The Public operates a gift area where either small items or bespoke made personal gifts are available. In addition, we offer the additional option of having any artworks or workshop outputs you make whilst here to be made

THE PUBLIC

into souvenirs. These can be purchased as package, and added to your invoice should you require it. For more information and examples, please contact the learning team on 0121 533 7155 / 7152.

By signing this I acknowledge I have fully read and understood the terms and conditions for your visit:

Group Name:

Signed on behalf by:

Please print name:

Booking Deposit

Please sign and return this form to The Public with your deposit cheque to:

Helen Husler
The Public
New Street
West Bromwich
B70 7PG

I am enclosing my deposit for £40 made payable to Sandwell Arts Trust.

I understand that the balance of the cost will be invoiced after our visit.

Group name:

Address:

Telephone Number

Email Address:

Date of Visit:

Signed:

Print Name:

Workshop / bespoke tour costs

Workshop activity including interpretational tour

	Half day*	Full day*
Further and Higher Education	5.50	8.25
Secondary Education	5.00	7.50
Primary Education	4.50	6.75
Special Educational Needs	4.50	6.75
Reception Education	4.00	6.00
Community Groups	4.00	6.00
Corporate groups	7.00	10.50

*Cost per person

Guided interpretational tours

	Interpretational tours for permanent and temporary exhibitions*
Further and Higher Education	2.00
Secondary Education	2.00
Primary Education	1.00
Special Educational Needs	1.00
Reception Education (fun tours)	1.00
Community Groups	1.00
Corporate groups	2.00

*Cost per person