**Terms and Conditions**

We offer a fantastic, free service and we want the best for your pupils; in return we expect some things from you. It may seem like we’re pointing out the obvious but we have experienced problems with all of the things listed below.

**Our sessions work best if:**

**The class teacher is present**

* Please use our sessions as a chance for trainee teachers or other interested staff to observe another practitioner (we welcome feedback and suggestions), but we also expect the class teacher to be present.
* If you are taking part in a field trip, in most cases, two accompanying adults will be asked to lead simple sessions, so it is important that everyone has listened and understood the preceding classroom work.

**All accompanying adults take an active role**

* Please feel free to relax a little and let us take charge, but we expect any adults in the classroom or accompanying field trips, to be a positive role model, take an active part in activities, and not to chat whilst our staff are delivering.
* We want you to speak to the children during group work, and help them get the most out of their session. The more you put in, the more they will get out.

**We are well informed**

* About things such as children with additional needs, assemblies, health or mobility issues. There is space for all of this information on the booking form
* We can only improve with feedback and our funders want to hear that we are not wasting their money. Please let us know what has worked or not for your class.

**The class teacher liaises directly with us**

* This means there is less chance of miscommunication

**Information is shared with additional accompanying adults**

* So they know what to bring and what is expected of them

**Someone helps us with equipment**

* Especially during classroom sessions, there are a lot of equipment to bring in to the classroom and a lot of things that need sorting at break and lunch time. We may need access to a sink.
* Like everyone, we work best if we have had drink and a sit down at some point in the day! Bear in mind we may have travelled over an hour to get to you.

**Whomever books transport knows the requirements**

* We may need to flex on the pick-up times depending on the weather.
* We need to know in advance if the transport needs to be back before the end of the school day.
* Some sites are not accessible by big coaches.

**Children are appropriately dressed**

* We carry some wellies and waterproofs but can’t guarantee the right sizes unless we know in advance