

## BLETCHLEY PARK LEARNING PROGRAMME T&Cs

Please ensure you read and adhere to the:

1. **General Terms** (referring to all learning activities)

PLUS the Additional Terms relevant to the type of session/visit you have booked which is either:

2. **Onsite visits** (both facilitated and self-guided)
  3. **Outreach visits** at your location
  4. **Virtual sessions** delivered online to your location
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### 1. General Terms:

#### 1.1 Bookings

- 1.1.1 Onsite visits, outreach visits to your site and virtual learning sessions are dependent on availability and are only available to pre-booked groups.
- 1.1.2 A provisional booking notification email will be sent within five days of submission of a Learning Programme Online Booking Form.
- 1.1.3 Bookings must then be confirmed within 14 days of receipt of the provisional booking notification email, or the provisional booking will be removed from our system.
- 1.1.4 Bookings will be confirmed following agreement to these Terms and Conditions in the Learning Booking Confirmation form.

#### 1.2 Cancellations

- 1.2.1 Confirmed bookings cancelled more than 6 weeks (42 days) in advance of the visit/session are subject to an £80 cancellation fee.
- 1.2.2 Bookings can be moved to another date without penalty, up to a maximum of 2 times if the visit/session is more than 6 weeks (42 days), subject to availability. Any further date changes will be considered a cancellation and subject to cancellation fees as above.
- 1.2.3 Confirmed visits cancelled within 6 weeks (42 days) of visit/session date will be required to pay the full cost of the visit/session.
- 1.2.4 Visit/session cancellations and alterations must be made in writing to [learning@bletchleypark.org.uk](mailto:learning@bletchleypark.org.uk).

#### 1.3 Payment

- 1.3.1 Universities and colleges will be required to provide a purchase order number to enable a booking to be made.
- 1.3.2 Invoices will be issued at 6 weeks (42 days) prior to your visit and must be paid within 30 days. Failure to do so will result in your booking being cancelled.
- 1.3.3 For booking confirmed in under within 6 weeks (42 days), invoices will be issued immediately and must be paid prior to the visit. Failure to do so will result in your booking being cancelled.

- 1.3.4 Payment can be made via credit card or BACS. Any card or BACS payments must be made with sufficient time to allow funds to be cleared.

## 1.4 Data Protection

- 1.4.1 Bletchley Park Trust may use your personal information (and the personal information of any other visitors included in your application) for processing your application, responding to any enquiry you or other members of your group make, and for generating aggregated statistics regarding visits to Bletchley Park.
- 1.4.2 In addition, Bletchley Park Trust may, subject to your consent, send you emails, newsletters and/or alerts and information regarding learning events. Bletchley Park Trust will not sell your data. Bletchley Park Trust will not share your data for marketing purposes unless you have actively consented to this. Please see our Privacy policy, which can be found on our website, for more details on what information we collect about you and how it will be used.

## 1.5 Bursary funding

- 1.5.1 Bletchley Park Trust has limited funding available for schools who meet certain criteria linked to local deprivation and Pupil Premium levels.
- 1.5.2 The eligibility of a school is at the discretion of Bletchley Park Trust and will be confirmed in writing.
- 1.5.3 Eligible schools who are awarded the bursary may choose:
- a full-day visit from the Outreach programme completely free of charge – all expenses are covered as well as the visit costs, or
  - a funded visit to Bletchley Park, which includes a £7 transport subsidy per student.
- 1.5.4 Interested schools must state that they would like to be considered for a bursary-funded visit and give details of their Pupil Premium (or equivalent) funding as a percentage of students on roll who are eligible to receive it.
- 1.5.5 Eligibility criteria may change based on available funding remaining and other factors. For this reason, specific criteria for eligibility are not published and eligibility during one academic year does not imply eligibility during the next.
- 1.5.6 It is assumed that the percentage of children attending learning activities will match (or exceed) the stated percentage of students eligible for Pupil Premium funding on roll at the school. If this is not the case the bursary will not apply, and regular costs will be invoiced by Bletchley Park.
- 1.5.7 For bursary visits cancelled within 6 weeks (42 days) of the visit, the bursary will not apply and schools will be charged an £80 cancellation fee for incurred expenses.

## 1.6 Other

- 1.6.1 Sufficient school/college staff and carers must be present to supervise all students during all activities and sessions. We are fully committed to providing a safe learning environment, but Bletchley Park staff are not responsible for the health, safety and behaviour of students and must not be left in sole charge of any students.

- 1.6.2 Photography and video recording is not permitted except by prior written permission.
- 1.6.3 Bletchley Park Trust reserves the right to change these Terms and Conditions at any time and by submitting a Learning Booking you agree to abide by the most recent version.

## **2 Additional Terms specific to Onsite Visits**

- 2.1 Groups can reduce their group numbers more than 6 weeks (42 days) prior to their visit date. After this point, attendee numbers are final, and the visit invoice will be issued.
- 2.2 For visits confirmed within the 6 weeks (42 days) pre-visit window, final attendee numbers should be entered into the Learning Booking Confirmation form.
- 2.3 Groups can increase their group numbers prior to their visit, subject to availability and agreement by Bletchley Park.
- 2.4 All on-site visits are subject to a minimum group size of 12.
- 2.5 Carers and staff for groups of under 18s are free of charge (up to a ratio of 1:5). For adult groups, the group leader receives free entry.
- 2.6 Learning groups should allow at least 14 days for a booking request prior to the visit date. If within 14 days, we may be unable to process your booking and you may be subject to on-the-day group rates, without a coach parking space.
- 2.7 Prior to your visit, you will be provided with the arrival and departure times for your group. If your group arrives before or after their allocated times they may be asked to wait off-site until the next available time. If you arrive later than expected your itinerary may be affected. Groups must depart at the allocated time shown.
- 2.8 Limited coach parking for pre-booked learning groups is available at Stadium MK. Coaches must drop off students at Bletchley Park and then exit the site. School minibuses with a short wheelbase will be allocated a parking space onsite.
- 2.9 Students must be fully supervised and accompanied at all times onsite. Our supervision ratios are a minimum of 1:10 for all under-18s.
- 2.10 Please note that all prices quoted do not include a visit to The National Museum of Computing, which is located next to Bletchley Park and operates as a separate museum with a different tariff and different hours of operation.
- 2.11 Bletchley Park Trust reserves the right to refuse entry to Bletchley Park.
- 2.12 Bletchley Park is a working site and as such can experience short-notice closures and changes due to activities on site, including closed exhibits. Bletchley Park Trust will endeavour to contact visitors with as much notice as possible in such situations.
- 2.13 In the event of Bletchley Park being fully closed (e.g., due to adverse weather conditions), an update will appear on our website and an alternative date will be offered.
- 2.14 Private guided tours are not permitted on site. Learning Department tour guides are provided for programme visits and self-guided resources are available from the learning section of the website.
- 2.15 Learning prices do not include Annual Pass to Bletchley Park, unless otherwise specified (season ticket option available for aged 18 and over only).
- 2.16 We cannot accept cheques (unless they are cleared before the day of the visit).

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- 2.17 As Learning visits are already discounted, all other discounts, including 2:1 rail fares, do not apply.
- 2.18 Part of our mission is to preserve and enhance Bletchley Park, including the historic floors around the site. To minimise damage to our historic floors, sharp heeled shoes (heels which cover an area smaller than a postage stamp) are not permitted. Heel protectors can be provided but we would appreciate your support and understanding of this policy, and we therefore recommend that flat shoes are worn to site.
- 2.19 Bursary visit terms specific to onsite:
  - 2.19.1 Where awarded, the Bletchley Park Bursary covers the admission fee to Bletchley Park for all students (up to and including KS5) who are visiting from an eligible school.
  - 2.19.2 The Bletchley Park Bursary does not include a visit to The National Museum of Computing.
  - 2.19.3 The Bletchley Park Bursary includes a transport subsidy of up to £7 per student who attended the visit following an invoice of the total transport costs after your visit has occurred.
  - 2.19.4 Accompanying staff are free of charge up to a ratio of 1:5 (additional adults are charged) and the required minimum ratio of adults to students under 18 is 1:10.

### 3 Additional Terms specific to Outreach

- 3.1 Outreach visit costs are not inclusive of expenses such as travel and accommodation, and visits more than one hour from Bletchley Park are also subject to a travel surcharge of £68.75 per hour (£51.56 per hour at discounted rate) which will apply for round-trip travel time between Bletchley Park and the venue. This will be rounded to the nearest hour. There is no travel surcharge for schools or organisations with an MK postcode or within one hour of Bletchley Park.
- 3.2 Travel expenses will be charged at 40p per mile (as calculated using Google Maps or equivalent), or as incurred when using public transport. This cost will be added to the final invoice as appropriate.
- 3.3 Some visits will require an overnight stay before and/or after the visit. Hotel costs, when accommodation is required, will be added to the final invoice. Overnight stays, when necessary, must be in a hotel local to the venue and will be booked by Bletchley Park Trust unless agreed otherwise in advance. The cost will typically be £85 per night but may vary depending on local availability.
- 3.4 A car parking space will be required on site for most visits unless alternative arrangements have been agreed at the time of booking. Any parking charges incurred will be added to the final invoice.
- 3.5 Other expenses may be incurred and where possible these will be agreed prior to confirming a booking.
- 3.6 Full day visits include up to 6 hours of contact time during normal school teaching hours.
- 3.7 Half-day visits are only available within the Milton Keynes area, as an addition to a full day visit, or by special arrangement, and include up to 3 hours of contact time during normal school teaching hours. Visits must fall either during the morning or afternoon (i.e., before or after lunch).

- 3.8 Evening talks or sessions are available only within a 1-hour travel time of Bletchley Park or as an add-on to a full day visit, or by special arrangement, and are charged per hour.
- 3.9 Where venues cannot provide step-free access, we may require the assistance of venue staff.
- 3.10 A timetable including suggested arrival times as well as the number of children in each session must be provided to allow our staff to plan their visit effectively.
- 3.11 Our staff will require at least 30 minutes break for lunch. Venues are not required to supply lunch or refreshments, but please notify us of availability in advance so that appropriate arrangements can be made.
- 3.12 Bursary terms specific to outreach visits:
  - 3.12.1 For schools awarded the Bletchley Park Bursary, the cost of the visit to your location plus all associated expenses are funded.
  - 3.12.2 In the case of cancellation within 6 weeks (42 days) of the visit, charges may still apply as above.

#### **4 Additional terms specific to Virtual Sessions**

- 4.1 Groups can reduce their participant numbers more than 6 weeks (42 days) prior to their session date. After this point, participant numbers are final, and the session invoice will be generated.
- 4.2 For visits confirmed within the 6 weeks (42 days) pre-visit window, final participant numbers should be entered into the Learning booking confirmation form.
- 4.3 Groups can increase their participant numbers up to 14 days to their booking date, subject to availability.
- 4.4 The booking party is responsible for ensuring that adequate hardware and software is in place to enable your access to the session.
- 4.5 If the session is unable to take place due to technical issues, we will endeavour to deliver the session on an alternative date but options may be limited.
- 4.6 Bletchley Park Trust are not affiliated to any applications which may be used in the delivery of the session and are not responsible for technical issues which may occur within them.
- 4.7 The link to your online session should not be shared with non-participants, and the number of participants should not exceed the number stated in your booking.
- 4.8 Bletchley Park Trust reserve the right to terminate the session at any point or to eject individuals who we consider to be behaving in breach of our safeguarding policy or our code of conduct.
- 4.9 We are committed to providing a safe learning environment. Parents, carers or teachers should always be present when children are participating.
- 4.10 An optional 15-minute pre-session online meeting will be offered wherever possible in the fortnight prior to the virtual learning experience.
- 4.11 There are to be no recordings by participants or those accessing sessions. If Bletchley Park Trust records a session, attendees will be pre-notified and where participants are under 18 consent will be sought.