



# School & Group Booking Form

We are very happy to hear that you would like to book a trip to Abingdon County Hall Museum with your school. The museum provides **hands-on workshops**, tailored to your group's requirements, as well as **trails, games and activities** specifically made for school classes.

There are many ways to help the museum continue providing this free service, as well as enhancing the experience of your visit. This could be a trip to our **gift shop**, visiting our **roof terrace (weather permitting)**, or stopping for **lunch in our cafe**. Alternatively, we are very grateful for any donations towards the continued operation of our education programme.

Please indicate if you would like to include any of the following as part of your museum experience. **Please note, all payments can be made by cash or card/cheque on the day of visit:** (Cheques made payable to Abingdon Town Council)

<b>Roof visit</b> Adults £2 Child £1 <input type="checkbox"/>	<b>Shop visit</b> There are lots of pocket money gifts in our gifts shop. <input type="checkbox"/>	<b>Donations</b> Adults £2 Child £1 <input type="checkbox"/>
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## Booking Form

Name of School or Group: Name of person booking: Date of proposed visit: Number of pupils/visitors: Contact email:	Academic year/level: Contact Number:
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Abingdon Before the Abbey	Start Time	No. of groups (max 15 per group)	Additional Information
Life in Roman Abingdon			
Anglo-Saxon Abingdon			
A Monk's Life - Medieval Abingdon			
Below Stairs, Above Stairs			
Toy Box Exploration			
The River Thames in Abingdon			
Hands on History			
Abingdon at War – WW1			
Abingdon at War - WW2			
"Hats off to History"			
Remarkable Creatures			





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## Workshops

For more information about learning at Abingdon County Hall Museum go to:

<https://www.abingdon.gov.uk/abingdon-county-hall-museum/schools>

Accessibility guidelines and practical information about your visit are also available on our website. It is the responsibility of the school to follow the correct adult to child ratios for your visit (not including the museum staff) and to provide a 'self' risk assessment. A general risk assessment of the museum will be provided on completion of your booking.

PLEASE SIGN BELOW TO CONFIRM YOUR BOOKING

Email to: [tristan.kear@abingdon.gov.uk](mailto:tristan.kear@abingdon.gov.uk)

**or post to:** Abingdon County Hall Museum, Market Place, Abingdon, Oxfordshire, OX14 3HG. Please note that the County Hall contains over 100 steps and is not fully accessible by lift. Our main education facility is located on the basement level which is accessible by lift. This level also contains the museum's toilets and changing facilities. Please let us know of any details relating to disabilities or conditions that may affect the pupil's engagement in at the museum, so that we can make accommodating changes to the programme.

## Assurances

It is the obligation of schools and group leaders to ensure the protection of child safety during off-site visitations. Abingdon Museum has provided a comprehensive Risk Assessment of dangers presented to visitors, with a particular focus on young people, and is committed to ensuring the continued inspection and prevention of hazards where reasonably possible. Group leaders, responsible attending adults, and Abingdon Museum Education Leaders, are required to have completed a statutory CRB check before visitation. Children must not be left unattended in the museum at any point, where any one storey of the museum constitutes one area. Children must not run within the building, and any accidents occurring as a result of such are the responsibility of visiting group leaders. The Museum layout has been designed with safety in mind, however please be aware of the unavoidable risks of stairs, edges, low exhibition cases and uneven floors.

### Office use only:

Paid for by cash / cheque:	<input type="checkbox"/>	Date:	
Paid for by card:	<input type="checkbox"/>	Date:	

Number of children	-
Number of adults	-

(Fill in date after invoice request sent to ATC – invoice is for roof visit only)

