



Draft agreement form for education visits between the school and venue.

Name and contact details of the teacher arranging the session and the names of the teacher(s) or group leader(s) who will present throughout the session.
Date and time: when will the session take place?
How long the session will last? (It is important to stick to agreed times as they will be determined by pick up times from school etc)
Venue (school/village hall etc)
Precise location of the session? (hall, classroom). This is important as it will allow the leader of the session to plan what can and cannot be achieved.
What facilities are available in the space?
Where are the nearest toilets, etc?
What happens in case of fire?



How many children will take part? (Museum volunteers should feel free to set a limit on the number of children the Museum can safely accommodate and the number of children they are happy to work with in an outreach setting)

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How old are the children?

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Are there any special needs or circumstances to be aware of?

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What will the session cover?

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What are the expected outcomes?

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What does a successful session look like as far as the young people are concerned?

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What are the expected standards of behaviour?

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Ground rules.

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