

## Education Programme

# How to Book

It is essential that all workshops and visits are booked in advance. Please call the Education Officer on 01376 328868 or email [schools@bdmt.org.uk](mailto:schools@bdmt.org.uk) to discuss availability.

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## Prices

£60.00 per workshop (maximum of 35 pupils).

No VAT is charged on our school visits.

Our bespoke workshops and alternative visits have a different pricing structure. For more information, please visit the 'Bespoke Workshops & Alternative Visits' page or contact the Education Officer.

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## Preliminary Visits

For those that book in-house workshops to the Archive, we strongly advise coming for a free preliminary visit in order to familiarise yourself with the site and complete any risk assessment paperwork. Please contact the Education Officer in advance to arrange your visit.

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## Lunch Facilities

We have indoor lunch facilities available for use a 10-minute walk away at Braintree Museum.

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## Health and Safety

Braintree District Museum Trust has comprehensive codes of practice with regards to health and safety, safeguarding and first aid. Copies are available upon request.

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## Cancellations

If you need to cancel your booking please do so within 14 working days prior to your visit. You will incur charges if you do not give the required notice.

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To find out more please contact our Education Officer.