



# The Commandery Education Programme

## BOOKING AND PLANNING A SCHOOL VISIT

### Educational Visit Prices:

Medieval Life at The Commandery and Building Detectives Key stage 2 and 3	£4.50 per child
Tudor Life at The Commandery and Building Detectives Key stage 2	£4.50 per child
Civil War at The Commandery and Building Detectives Key stage 2	£4.50 per child
Civil War at The Commandery Key stage 2 and 3	£4.50 per child
Victorian Life at The Commandery and Building Detectives Key stage 2	£4.50 per child
Archaeology at The Commandery Tailored to suit Reception, Key stage 1, 2 and 3	£4.50 per child
Time Detectives with 'Pattern 23' Key stage 2 (Year 5 and 6)	£6.00 per child
The World Turned Upside Down? with 'Pattern 23' Key stage 3	£6.00 per child

All educational groups must book in advance.

To check availability and to provisionally reserve your place, call the BOOKING OFFICE on 01905 361821.

#### To book your educational visit:

- Decide on a suitable date for your visit.
- Contact the Booking Office on 01905 361821 to check that your preferred date is available.
- Please inform us of the age and year group, and topic selections.  
The agreed date will be provisionally held until you complete and return the enclosed Booking Form.
- Complete the Booking Form, photocopy it for your records, and return to confirm your visit.  
Once we have received the completed booking form, we will forward a booking acknowledgement to you.  
Bring this with you on the day of your visit.

#### TERMS AND CONDITIONS

- If schools are late the Council reserves the right to alter workshop times accordingly.
- If you have any special requirements please notify the bookings section at The Commandery prior to your visit.
- Entry to The Commandery is from 10.00am onwards only.
- Worcester City Council does not accept any liability for items lost, damaged or stolen during your visit.
- During your visit all children must be suitably supervised at all times by school teaching staff or other accompanying adults. The City Council does not accept any responsibility for the supervision of the children.
- If a booking is cancelled with less than 7 days notice, schools will be charged in full. Cancellation must be notified in writing and received at The Commandery 7 days before the reservation.

#### PAYMENT

Payment is to be made in full on the day of your visit at the reception desk before commencement of your visit.

This ensures you only pay for the numbers who actually attend on the day of the visit.

Cheques should be made payable to Worcester City Council. Mastercard, Visa, Switch and Delta are accepted.



For more information or to make a booking contact:

**THE COMMANDERY** Tel: 01905 361 821

Sidbury, Worcester, WR1 2HU. Telephone 01905 361821. Fax 01905 361822.

E-mail: [thecommandery@worcester.gov.uk](mailto:thecommandery@worcester.gov.uk) Website: [www.worcestercitymuseums.org.uk](http://www.worcestercitymuseums.org.uk)





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## EDUCATIONAL VISIT BOOKING FORM

Thank you for your booking. In order to confirm your visit please complete and sign this form and return to:  
The Bookings Section, The Commandery, Sidbury, Worcester WR1 2HU.

TOPICS	Medieval Life at The Commandery and Building Detectives Key stage 2 and 3	£4.50 per child	COST
	Tudor Life at The Commandery and Building Detectives Key stage 2	£4.50 per child	
	Civil War at The Commandery and Building Detectives Key stage 2	£4.50 per child	
	Civil War at The Commandery Key stage 2 and 3	£4.50 per child	
	Victorian Life at The Commandery and Building Detectives Key stage 2	£4.50 per child	
	Archaeology at The Commandery Tailored to suit Reception, Key stage 1, 2 and 3	£4.50 per child	
	Time Detectives with 'Pattern 23' Key stage 2 (Year 5 and 6)	£6 per child	
	The World Turned Upside Down? with 'Pattern 23' Key stage 3	£6 per child	

Name of School: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Date of Visit(s): \_\_\_\_\_

Number of children                      Year:                      Age:                      Key stage: \_\_\_\_\_

Number of accompanying adults: \_\_\_\_\_

Topic booked: \_\_\_\_\_

Activities selected: \_\_\_\_\_

I confirm that the information supplied on the booking form is accurate and that I have read and understood the terms and conditions.

Signature: \_\_\_\_\_

Duly authorised to sign for and on behalf: \_\_\_\_\_ School \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT



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For more information please contact the

**BOOKING OFFICE: Tel: 01905 361 821**

Between 9.30am - 2.30pm Monday to Thursday

Sidbury, Worcester, WR1 2HU. Telephone 01905 361821. Fax 01905 361822.

E-mail: [thecommandery@worcester.gov.uk](mailto:thecommandery@worcester.gov.uk) Website: [www.worcestercitymuseums.org.uk](http://www.worcestercitymuseums.org.uk)





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## INFORMATION AND FACILITIES

### Resource Centre

During your visit the group will be based within the Commandery Resource Centre. The Resource Centre is equipped with chairs, tables, AV equipment etc., and can be used to store coats, bags and lunch. A small kitchen area is available for teachers and accompanying adults (with complimentary tea and coffee!).

### What to Wear

Your visit to the Commandery may include time spent outside; the site is a medieval building and can be cold! Please ensure children are dressed appropriately and wear sensible shoes.

### Toilets

Toilets are provided within the building and are shared with other visitors to the museum. Please ensure your children are supervised when visiting these facilities.

### Picnic Areas

The Commandery gardens and the canalside garden (reserved for school use) are available for picnics and break time.

### Parking

A mini bus parking bay is available in The Commandery grounds. By prior request.  
Coach Parking: A coach drop off point is available. Please contact the Booking Office for further details.

### Gift Shop

We are delighted to welcome school groups to The Commandery gift shop. A range of souvenirs and topic related gifts are available.

### Special Educational Needs

We are happy to tailor all visits and activities for S.E.N. groups. Please discuss your requirements at the time of booking. The Commandery is wheelchair accessible and an adapted toilet is available.

### Risk Assessments

Risk Assessments will be provided.

## IMPORTANT NOTICE

It is the responsibility of the accompanying adults to ensure children conduct themselves appropriately at all times.

Sidbury, Worcester, WR1 2HU. Telephone 01905 361821. Fax 01905 361822.

E-mail: [thecommandery@worcester.gov.uk](mailto:thecommandery@worcester.gov.uk) Website: [www.worcestercitymuseums.org.uk](http://www.worcestercitymuseums.org.uk)



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