**Workshop booking information for teachers**

To ensure that you have the best possible experience when booking with MonLife Learning please read the following information.

**Costs**

**Facilitated workshops at all our sites are for a duration of 2 hours and can accommodate a maximum of 35 children.**

1 x 2hr workshop £175.00

Two or more workshops at the same site on the same day £150.00 per workshop

**Character workshops at Caldicot Castle**

1 x character £225.00

Additional characters are charged at £150.00 per character

**Self-led visits**

Self-led visits to any of our sites are free of charge.

**Health and Safety**

**Risk assessments**

Risk assessments for all sites and workshops are available upon request. It is recommended however that you undertake your own pre-visit and carry out your own risk assessment.

**Adult to pupil ratios**

Foundation phase – we require an adult to child ration of 1 : 5

KS2 – we require an adult to child ration of 1 : 10

KS3 and above – we require an adult to child ration of 1 : 15

**Safeguarding**

All MonLife Learning staff are enhanced DBS checked and have undergone safeguarding level 1, as a minimum.

**Class management**

Teachers are responsible for the management and behaviour of their class.

**Making a Booking**

All MonLife Learning workshops and self-led visits must be booked in advance.

When you have made your choice of visit, simply complete and return the booking form using the contact details provided.

**Payment**

Monmouthshire schools can use the internal transfer system. Please make sure to include your individual school code on the booking form.

For schools outside Monmouthshire, MonLife Learning can either:

1. Invoice you directly
2. Take a cash or cheque payment on the day of your visit. Cheques should be made payable to Monmouthshire County Council

**Cancellation policy**

A cancellation fee of 50% of the total cost of your visit applies to the cancellation of a workshop with 1 week’s notice. If cancellation occurs within 48hours of the booking date, the full cost of the workshop will be payable.

**Pre-visit information**

Please see individual sites for information relating to access, parking, toilets and lunch facilities.