



STRAWBERRY HILL
House & Garden

Education Visit – How To Book

Please read the following information carefully so that we can facilitate your booking as quickly as possible.

Your booking is not confirmed until the booking form has been returned to us and deposit received. We ask you therefore to complete the form and return it to us as soon as possible, even if you are unable to finalise all details such as student numbers. **At the time of booking we require a deposit of £150 for all groups.** We will ask you to confirm numbers nearer the time of your visit so we can calculate the final cost and invoice you for the balance.

Due to the limited capacity of the house, the maximum primary group size we can accommodate for a normal workshop Monday-Wednesday is one standard class (30). For secondary age students we suggest a maximum of 25 on these days. However, on Thursdays we can offer tours and half or full day workshops to larger groups of all ages. Please email or call us to discuss your requirements.

We will send you a copy of our Health and Safety document. This is no substitute for your own risk assessment and we ask you to follow the policy set out by your own educational establishment. We are happy for you to visit in advance for a recce, please call or email to arrange.

Please note that due to limited space only teaching staff and LSAs will be permitted to accompany the group in the classroom. A reasonable number of parent helpers are able to accompany primary-age groups in the House but they must stay with their class at all times and we suggest you discuss photography protocols with them in advance. Parent helpers are also most welcome to use our café (Mon-Wed) or enjoy our gardens while children are in the House.

You are welcome to use the grounds for picnicking after your visit. Let us know if you would like to book our education room for up to one hour should the weather be unsuitable for picnics, and we will be happy to do so if it is available.

COSTS:

- **Tour only:** £10 per person (there is a **minimum charge** of £150 per group)
For every 20 students (KS3-4), 1 staff member is free of charge
- **Tour and half-day workshop:** £12 per person (**minimum charge** £180 per group)
For every 30 students, 2 staff members are free of charge
- **Tour and lecture:** £13 per person (**minimum charge** £195 per group)
- **Tour and full day workshop (for groups of 50 and over)** £14 per person
(**minimum charge** £700 per group) *For every 30 students, 2 staff members are free of charge*

Learning support assistants free of charge for all ages

Use of classroom for your own programme: Free for up to an hour. If you require more time, contact us to discuss your needs.

Full payment must be made within 30 days of invoice date and in advance of your visit. We reserve the right to charge a **cancellation fee** of £150 or the full fee, whichever is lower, if you cancel your booking less than two weeks prior to your intended visit.



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ENGLAND**



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Method of payment:

- BACS: The Strawberry Hill Trust, sort code 20-72-33, acc. 90112038
- Cheque payable to "The Strawberry Hill Trust"
- To pay by credit card call 020 8744 1241

Please use date of your visit as the reference on all payments.