**Teachers’ courses booking form**

(please use one form per participant)

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| **Date of course:**  Double click the checkbox square and select ‘checked’. |  | *Science beyond the classroom, primary & secondary* **30 June 2017** at Science Museum, London |
|  | *Science engagement, secondary* **5 July 2017** at Science Museum, London |
|  | *Science engagement, primary* **22 November 2017** at Science Museum, London |
|  | *Science engagement, primary* **24 November 2017** at Museum of Science and Industry, Manchester |
| **Name:** |  | |
| **Position:** |  | |
| **School/organisation name:** |  | |
| **School/organisation address and post code:** |  | |
| **Tel:** |  | |
| **Email:** |  | |
| **Dietary requirements:** |  | |
| **Access requirements:** |  | |

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| Please post or email the completed form to:  Teacher courses, Learning Support Team,Science Museum, Exhibition Road, London, SW7 2DD learningresources@sciencemuseum.org.uk |

**Teachers’ courses delivered by the Science Museum**

**Terms and conditions**

Here’s what you can expect from us and what we will expect from you in relation to the courses we run for teachers.

**What you can expect from us**

* We will confirm your booking by email or advise you if places are no longer available.
* We will send final details with maps etc. about a week before the course date.
* We will supply all materials and equipment needed for the course.
* We will provide hand-outs and resources to support the course content.
* We will provide all catering during the course, including lunch.
* We will aim to accommodate any special dietary and access requirements included on this booking form.
* In the unlikely event that we need to change the content, timing, date or venue of the course we will notify you as soon as details are known.
* If by the week beforehand we have not received the minimum number of bookings we need for the course to go ahead we may need to cancel the event. We will email you to tell you if this is the case.
* The Science Museum shall not be liable where an event is cancelled or cannot take place due to circumstances beyond its reasonable control.

**What we expect from you**

* We ask that you secure agreement from your school/organisation before booking the course.
* If you wish to cancel your booking, we must receive written cancellation **not less than 7 days before** the delivery date of the course.
* If you cancel your booking less than 7 days before the delivery date, or you do not show up on the day of the course, cancellation charges may apply.
* You may change the name of the person/people attending the course, but you must let us know in advance and tell us about their dietary or access requirements.
* If you know you will need to leave the course early, please inform us at the start of the course.
* On the day if there is any activity you feel unable to take part in, please let us know.
* Please do not leave your possessions unattended; we cannot accept responsibility for them.
* If you are unable to attend the course on the day for any reason please inform us by calling the contact number provided on your confirmation email.