



The CREATE Centre
Smeaton Road
Bristol, BS1 6XN

Tel: 0117 9224511
Website: www.lifeskills-bristol.org.uk
Email: dan@lifeskills-bristol.org.uk

VISIT INFORMATION AND TERMS & CONDITIONS

Please forward this information to anyone responsible for organising or leading this trip

Please read the following information about your visit to Lifeskills and retain for your records.

COST AND INVOICING

We will invoice you 6 weeks prior to your visit based on the number of children you have booked for. If additional children attend on the day, we will invoice for them separately. There is no charge for teachers or other adults.

We cannot issue refunds for children who do not attend on the day.

PLEASE ENSURE YOUR INVOICE IS PAID PRIOR TO YOUR VISIT. LATE PAYMENT MAY RESULT IN YOUR VISIT BEING CANCELLED

SESSION TIMES

AM session - please arrive by 9.45am. Session finishes at 12noon
PM session – please arrive by 12.45pm. Session finishes at 3.00pm.

TRANSPORT

It is your responsibility to book and pay for transport arrangements.
If you have been offered funding to cover transport, you will be contacted separately with further booking information.
Return journeys should be booked for 12.00pm and/or 3.00pm.

CANCELLATIONS

Cancellation less than four weeks in advance will be charged at 50% of the entry fee per pupil booked.
Cancellations less than a week in advance will be charged at 100% of the entry fee per pupil booked.
Schools that have been offered fully funded visits will be charged at 50% of the normal entry fee if their visit is cancelled with less than 4 weeks' notice.

PARENT/TEACHER SUPPORT

Please ensure that you bring at least 4 teachers/parents with you on the trip. Adults providing 1:1 support for children will need to be in addition to this number. There is no charge for adults visiting the Centre.

ADDITIONAL REQUIREMENTS/INFORMATION

Lifeskills will contact you prior to your visit to check arrangements and obtain details about any children with special requirements.

Registered Charity: 1080747 Registered Office: Lifeskills-Learning for Living, The CREATE Centre, Smeaton Road, Bristol, BS1 6XN

Please ensure your children arrive wearing sticky labels with their first names on in large letters.

Risk assessments are available on our website at www.lifeskills-bristol.org.uk/programmes/

Please note that some of our partners offer free educational workshops which can complement your Lifeskills visit. If you would prefer not to be contacted, please email admin@lifeskills-bristol.org.uk

WHAT TO EXPECT ON THE DAY OF YOUR VISIT

- On your arrival at the Create Centre, a member of staff will greet you in reception and escort you upstairs to the 4th floor.
- Children will be briefed about their visit and any specific rules that apply while in the building.
- Children will be split up into small groups (usually 3-4) and allocated to one of our Volunteers who will guide them through various safety themed activities around the Centre.
- Teachers/parents will remain behind to help answer emergency phone calls made by the children. If sufficient adults are present, a volunteer will be able to take teachers/parents on a tour of the Centre.
- At the end of the tour children will have a chance to share what they have learnt.
- All children will go home with an activity book full of supporting information and resources.
- Teachers will be sent details of additional follow up resources for use after the visit.

If you have any questions about your booking, please email: Jane@lifeskills-bristol.org.uk

**Gemma Graville,
Lifeskills Centre Manager**