hardwickhall@nationaltrust.org.uk
Estate Office: +44 (01) 246 858400

Date as postmarked

Dear Education Group Leader

Thank you for your recent enquiry about a learning visit to the Hardwick Estate. Further information is enclosed to help you plan your visit.

We can accommodate learning visits, with minimum of 7 days notice, Monday to Friday. Facilitated visits including the hall or the mill are available Wednesday, Thursday and Friday, starting at 10.30am. Visits to the park, gardens, or Stone Centre, Masons Yard and Stableyard, can also be accommodate on Mondays and Tuesdays. Non-facilitated visits to the property can be arranged on weekdays, during our normal opening hours.

Our learning visit facilitated sessions are aimed at the KS1 to KS3 groups. For mature student groups from 16 years upwards wishing to have a guide around the house, we would recommend one of our private tours. Please contact us for further details and prices.

In terms of payment for your booking, **you should make payment for your visit on the day by credit/debit card or cheque**. If you are bringing payment for both your visit and joining National Trust Education Group Membership, please bring 2 separate cheques. If your school has valid Education Group Membership, please supply us with your membership number on the booking form to ensure you are paying the correct amount. Your Education Group Membership card must also be brought with you on your visit and shown at the Visitor Reception Building along with any payment due. Details of how to obtain Educational Group Membership, which gives the school the opportunity to visit National Trust properties more than once, can also be found on the reverse. However you can join here at Hardwick on the day for your convenience.

For facilitated visits only, a preliminary visit is an essential part of preparing for your day. It provides an opportunity for you to see the Tudor rooms, plan your group's activities, and see the other parts of the Hardwick Estate. During your preliminary visit, a member of our Learning Volunteer team will show you around the Hall and help you plan your itinerary to get the most out of your day.

We look forward to welcoming you and your group on a visit to the Hardwick Estate.

Yours faithfully

Business Support Team

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President: HRH The Prince of Wales
Regional Chairman: Steve Brown
Regional Director: Beccy Speight

Registered office:
Heelis, Kemble Drive, Swindon, Wiltshire SN2 2NA
Registered charity number 205846

Next steps:

Check availability and provisionally book your preferred visit date, at your earliest convenience if you haven't done so already.

Book your preliminary visit with our Learning Volunteers. They are available to speak with at Hardwick on a Wednesday morning between 10am and 12.30pm.

Confirm your booking to us by returning the completed booking form. Please note that we will hold a provisional booking for ***1 Month***.

Learn about the benefits about Education Group Membership of the National Trust. You can find out more details and prices at www.nationaltrust.org.uk or telephone 0844 800 1895. For your ease and to ensure your membership is ready for your visit at Hardwick, you can join with us on arrival.

Carry out your own risk assessment before visiting. A Risk Assessment Guidance Sheet is on the CDROM. Writing a full risk assessment is your responsibility. A preliminary visit will help you with this.

Contact us with any queries about accessibility.

Evidence of public liability insurance. Please bring to your preliminary visit or posted at your earliest convenience a completed Public Liability Form which, can be found on the CD ROM.

Additional information for your visit:

What to wear to Hardwick: If you are visiting the hall or the mill, please be aware it can be cool inside; layers of clothing are advisable. For visits to the gardens, park and estate, please bring suitable clothing for all types of weather. There will be lots of walking on your visit; we advise that flat, comfortable shoes are worn.

Where to eat lunch: In the park, gardens and estate, there are lots of areas for you to eat lunch. In the event of bad weather, there are covered areas available.

Student packed lunch 2014. Packed lunches are available. Each pack to include a Sandwich, Crisps, Fruit, Cake and Drink for £5.95 per child. Bookings and final numbers are needed at least 1 week in advance. Please contact us for further details.

Make the most of your time by arranging a pre-order from the shop. We are happy to arrange for gift bags to be made up for collection for your pupils. The availability of items and prices do vary so please contact us about 2 to 4 weeks prior to your visit to discuss.

National Trust

Learning Visit Booking Form – Hardwick – 2014

Date of Visit		
Main Contact Name		
Name of School		
Key Stage or Age Group		
Estimated Arrival Time (first session for facilitated visits 1030am start)		
EGM Membership No.		
Address & Postcode		
Email		
Telephone Numbers	**School:**	**Teacher mobile:**

Charges for educational visits

Type of educational visit	Charge
Groups with *NT EGM: KS1- 4, Secondary & Tertiary Teacher Led	National Trust Membership fee only (please see leaflet enclosed for joining info)
Groups with *NT EGM visit: KS1 - KS3 National Trust Staff Led	**£3.50** per pupil, additional adults to the adult to child ratio below **£10.80** per adult (Minimum number of pupils 10, total £35**)
Non National Trust members: KS1- KS4 Teacher Led	**£6.00** per pupil, **£12.00** per adult
Non National Trust members: KS1 – KS3 National Trust Staff Led	**£9.50** per pupil, **£12.00** per adult (Minimum number of pupils 4, total £38**)
Non National Trust members **16+ Secondary & Tertiary** Teacher Led Only	Group visit rate for 15 people or more, **£10.80** per person. For less than 15 people, **£12.00** per person
Non National Trust members: **16+ Secondary & Tertiary** Teacher Led Only - Our education visit sessions are aimed at the KS1 to KS3 groups only. We do have private tours available that are suitable for older students	**Please request our private tour information for further details and prices.**
Additional adults to the adult to child ratio as below, visiting with NT EGM	**£10.80** per person

Adult to Child Ratio (as per Ofsted supervision guidelines)
For children aged 4-8, we require a minimum of 1 adult to every 6 children.
For children aged 9-12, we require a minimum of 1 adult to every 8 children.
For children aged 13+, we require a minimum of 1 adult to every 10 children/students.
Any additional adults to the adult to child ratio will be required to pay the normal group admission rate £10.80 per adult.

***NT EGM – National Trust Education Group Members**
**Minimum numbers apply to cover the basic cost of the Learning Visit

No. of Adults	No. of Students	Cost
		National Trust Membership Fee
		£3.50 per pupil (min 10 pupils £3.50)- NT EGM with National Trust staff led
		£6.00 per pupil, £12.00 per adult – Non-members teacher led
		£9.50 per pupil (min 4 pupils £38), £12.00 per adult – Non-members National Trust staff led
		£10.80 per person for groups of 15 or more, £12.00 per person for groups of less than 15 – 16+ Secondary & Tertiary groups teacher led
		£10.80 per additional adult to adult to child ratio
		£

Payment Declaration:
I agree that payment will be made at the Visitor Reception Building on the day of the visit. Please make cheques payable to National Trust. I note that no refunds on admission charges are available. **Signature: ……..... Print Name: ……** **Date:**

The sessions below are suitable for KS1 – KS3 ages 5 – 14 and are led by National Trust staff

If you are bringing a group within this age range and would like to be led by National Trust staff **please circle TWO topics** from the following ½ day (10.30am/12.30pm) sessions that you would like to concentrate on during your visit. All sessions are subject to availability (further details for each topic are available at request on a CD Rom). If you are not using our staff please circle teacher led visit to hall or estate:

Hardwick Hall & Gardens	Hardwick Park	Hardwick Estate
Tudor History Hall Visit	**Environmental Change and Sustainable Development Session**	**Stainsby Mill**
Tudor Dance Workshop (Morning session only – Max 30 pupils)	**Life Processes and Living Things Session**	**Stone Centre, Masons Yard and Stableyard** (Discover the story of all those who built the Hardwick Estate)
Garden Session (Includes Tudor history, environmental change and sustainable development)	**Sculpture Trail**	**Old Hall**
	Art in Hardwick Park Session	
	Earthwalk (Explore Hardwick Park using your senses)	
Teacher Led Visit to Hall (normal opening hours only from 12noon to last entries at 4pm)	**Pond Dipping**	**Teacher Led Visit to Estate**
	Orienteering	

If you are an educational group KS4, Secondary or Tertiary please state the nature of your visit and what you hope to achieve:

Preliminary Visit Required ***For groups who are having National Trust staff led visits for yourself plus one other***	**Please state your available days @ 1030 am (for House and Mill, giving a minimum of 1 weeks notice:**
Date of Preliminary Visit (if pre-arranged)	

Please return to: Learning Visit Bookings
Hardwick Hall
Doe Lea
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Derbyshire
S44 5QJ

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