Education Bookings

From April 1st 2016 Oxford University Museums & Collections (The Ashmolean Museum, The Museum of the History of Science, the Museum of Natural History, the Pitt Rivers Museum, the Botanic Garden & Harcourt Arboretum) will be introducing charging for their education sessions for schools.

The income realised through school charges will help sustain the Museums’ award winning schools’ service.

Charging menu for schools OBGHA 2016

<table>
<thead>
<tr>
<th>Session</th>
<th>Max numbers</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary school workshops facilitated by Education Officer</td>
<td>35</td>
<td>£100</td>
</tr>
<tr>
<td>Secondary school half day session facilitated by Education Officer</td>
<td>60</td>
<td>£100</td>
</tr>
<tr>
<td>Secondary school full day session facilitated by Education Officer</td>
<td>60</td>
<td>£200</td>
</tr>
<tr>
<td>Introduction to the Garden for secondary Art groups (20 minutes)</td>
<td>60</td>
<td>£35</td>
</tr>
<tr>
<td>Add on to facilitated visit: Self-guided sketching (45 minutes)</td>
<td>35</td>
<td>£20</td>
</tr>
<tr>
<td>Bespoke school programmes (full day, selection of workshops)</td>
<td>Flexible</td>
<td>Contact us</td>
</tr>
<tr>
<td>Lunchroom at Botanic Garden (45 minutes)</td>
<td>35</td>
<td>£20</td>
</tr>
<tr>
<td>Outside lunch space at Arboretum (45 minutes)</td>
<td>35</td>
<td>Free (but must book)</td>
</tr>
</tbody>
</table>

Booking procedure

Primary bookings at Botanic Garden:
Please contact us on education@obg.ox.ac.uk or 01865 286690 to arrange your visit. You will receive booking confirmation with our standard terms and conditions, the invoice will follow.
Primary bookings at Harcourt Arboretum:
Please contact us on haeducation@obg.ox.ac.uk or 01865 343501 to arrange your visit. You will receive booking confirmation with our standard terms and conditions, the invoice will follow.

Secondary bookings at both sites:
Please contact us on sarah.lloyd@obg.ox.ac.uk or 01865 286690 to arrange your visit. You will receive booking confirmation with our standard terms and conditions, the invoice will follow.

FAQs

1. Why have the Museums introduced charging for schools?

The University Museums’ award-winning Education and Outreach service costs almost one million pounds a year to run. Although the Museums receive some public funding to support this service (from Arts Council England and the Higher Education Funding Council for England) this funding only covers a proportion of these costs. In the past the Museums have asked for voluntary donations from schools to support the Museums’ education service and many schools have been happy to contribute. We believe a standard charge is more equitable and will provide more secure income to sustain the service. Most Museums in the country already charge for their schools service.

2. How does the school pay?

Payment is by invoice. When the booking is your school will receive a confirmation email and an invoice will be sent from the University within 28 days of the booking.

3. Can I pay by credit card?

No, not at the moment. Schools will be invoiced. We are planning to introduce credit card payments in the future.

4. If I bring fewer students can I have a discount?

No, the charge is for the session rather than per student.

5. The school has charitable status; do I have to pay VAT?

VAT is not applicable to any of the sessions.

6. Can I book for another University Museum at the same time?

No, at the moment we have no central booking system. Please contact each museum to make a booking through their individual booking systems.

7. Can I just give a donation like last time?
No, we now charge for our sessions.

8. Can I book a charged session and then stay all day?

This will vary depending on each museum. Some museums are able to offer a full day of activities. Talk to the education teams when you book.

9. Can we bring more than 32 students?

Yes, all the museums can design programmes for larger groups. Talk to the education teams when you book.

10. Do we get a discount for booking more than one session?

No, there are no discounts available.

11. Are any schools exempt from charges?

Yes, currently these groups are exempt from charges:

- State funded Special Schools
- Secondary School groups taking part in University access programmes and outreach programmes

12. Are we charged if we cancel?

If you cancel more than 28 days before the date of your visit you will receive a full refund. If you cancel less than 28 days before the date of your visit you will be invoiced for the full amount.

13. Do we get a discount if we’re late through no fault of our own and the session is shorter?

No, but the museum will do as much as they can to accommodate schools that turn up late.

14. What happens if the museums need to cancel or change the date of the visit?

We hope that this would be a very rare occurrence but if it did we would work with the school to arrange a new date.