

Esplora School Group Bookings

Terms and Conditions

At Esplora we want all outings to be safe and successful – these terms and conditions help us to do that, with your cooperation. Thank-you for helping us deliver a wonderful experience to your students.

Contents

Booking conditions	1
During Your Outing.....	3
Getting the most from your visit to Esplora.....	4
Payment options.....	4
Thank-you for your cooperation!	4

Booking conditions

Class Info Document

We will send a Class Info Document in advance, asking for information about the class so that we can best prepare for your visit. Please return this document before your visit.

- Esplora is inclusive – please fill in the section for students with different abilities so that we can adapt our programme if needed.
 - Include any mobility issues, epilepsy (flashing lights), severe allergies etc.
 - If an LSE / Child Support Worker needs facilities to assist with feeding, hygiene or medical needs, please inform us so that we can accommodate as much as possible.
- Esplora staff - An Esplora staff member (Whenever possible, depending on staff) will accompany you throughout your visit and guide you as needed but is not permitted for the staff member to supervise your students instead of an educator – this must always be done by the “Supervising Adults”.

Supervising Adults

It is very important that there are enough supervising adults with the class to make sure that no students are ever unsupervised, even if the class teacher / play worker has to leave the rest of the class for any reason (such as a student feels unwell, is injured, or needs to be escorted to the bathroom).

- Refused admission – Class with less than 2 supervising adults may be refused admission to Esplora for health and safety reasons.
- Esplora staff are not permitted to ever supervise students or children instead of their parents, class teacher / play worker, or any other person who is in loco parentis.
- Up to 4 supervising adults are admitted for free per class
- The class teacher / play worker is counted as one of the supervising adults.
- LSEs / Child Support Workers may be listed as supervising adults if they are able to supervise the entire class if the teacher / play worker is called away.

Duties of supervising adults

- The wellbeing of visiting students is in the hands of the supervising adults.
- For health and safety reasons, a supervising adult must be capable of observing, assisting students, and enforcing rules for the entire class.
- Esplora staff members will always assist as much as possible but cannot take any responsibility for students' wellbeing or behaviour.

Cancelling / postponing a visit

Unfortunately, we may sometimes need to cancel or postpone a school outing due to unforeseen circumstances, in which case we will advise the school as soon as possible, and do our best to re-book your visit for another day.

If you need to cancel your outing, kindly inform Esplora as soon as possible.

During Your Outing

Our staff member will accompany and guide you in following the class schedule (timetable) which was prepared according to your booking. This includes one activity and one exhibition gallery experience, and also a 30-minute break in a designated location.

Scheduled Activities (i.e. science show, workshop, Planetarium film or special event)

- Language - Esplora activities can be delivered in English or Maltese – please indicate your students' preferred language in the Class Info Document.
- Mobiles - All mobile phones and devices must be put on silent during activities.
- Bathrooms - There are bathrooms in all locations at Esplora – please encourage students and supervising adults to use them before or after the activity, to avoid disturbing the rest of the class.
- Supervising adults - The supervising adults should spread out around the room during the activity, so that they can supervise / assist the students as needed.

Unforeseen circumstance

Esplora reserves the right to change booking/programme of activities in case of unforeseeable circumstances.

Break, eating & drinking

- Eating and drinking is allowed outdoors, and during break time in the designated area.
- Eating and drinking is not allowed during activities or in the exhibition spaces.
- When the designated area is outdoors, Esplora also reserves an indoor area that can be used in case of bad weather, however for health & safety reasons, the entire class must use the same break area and cannot be split between the indoor and outdoor area.
- A supervising adult can visit the EsploraCafè during the class break (someone has to remain with the students at all times) but must return to the class by the end of the break time.

Getting the most from your visit to Esplora

Educators and supervising adults can enrich the students' experience by encouraging and challenging them. It is OK if an adult does not know the science - encouraging students to experiment is much more important than giving them the answer. Here are some ways to enrich your students' experience at Esplora:

- Interact with the students, discuss, ask them questions, listen to their ideas
- Encourage students to read labels, try out exhibits, explore what they do
- Encourage students to try to figure out how the science works and discuss with each other.
- If you know that a student has a "wrong" answer, try to ask questions to lead them to the correct answer, instead of just telling them, because they will remember more if they find out themselves.

o Example: A student says, "The sun is very cold". Ask questions like, "What comes to us from the sun?" (sunlight) then "How do you feel when you stand in the sunlight, hot or cold?" or "What does a car feel like after it has been in the sun, hot or cold?". Ask questions until the student figures out for themselves that the sun is hot.

Payment options

Please advise us beforehand which method you intend to use.

- 1) Pay on the day using cash.
- 2) Pay on the day by cheque made payable to Malta Council for Science & Technology.
- 3) Pay in advance by bank transfer. Include the school's name and date of visit/s in the information
 - Bank name: Bank of Valletta plc
 - Beneficiary Name: Malta Council for Science and Technology
 - Account Number: 40024284118
 - IBAN: MT29VALL22013000000040024284118
 - BIC Code: VALLMTMT

Thank-you for your cooperation!

Esplora staff members will do their best to offer an excellent service. We greatly appreciate the cooperation of accompanying adults throughout your visit in order for your visit to run as smoothly as possible and ensure it is an enjoyable day for everyone.