

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.

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Booking Conditions

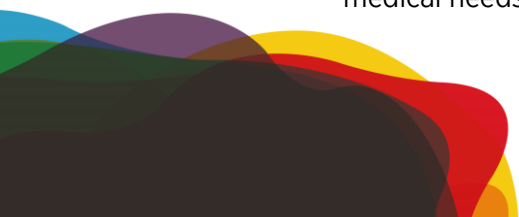
Class Booking Form

As part of the booking process, Esplora will send a Class Booking Form, asking for information about the class so that we can best prepare for your visit. Please submit this form prior to your visit.

- **A booking is only considered as being confirmed once the Class Booking Form has been submitted.**
- The number of students and supervising adults who arrive for a visit must not exceed the number of people booked. Schools may call to enquire in advance if more students or supervising adults may attend and we will do our best to accommodate. However, no guarantee of acceptance can be made on the day of the visit if there is no prior notification.

Esplora aims to be inclusive. In the Class Booking Form, 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.



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, as well as ensuring that students remain with their class.
- It is very important that there are enough supervising adults with the group 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 accompanied to the bathroom).
- Esplora reserves the right to ask any visitor to leave Esplora should they pose a threat to harm themselves or others, or damage the exhibitions or site.

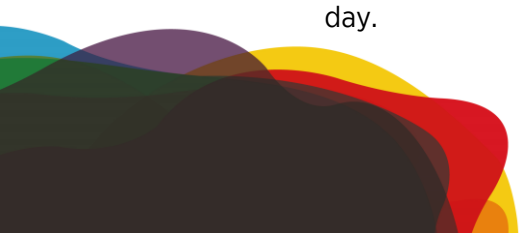
Refused Admission – Classes with less than 2 supervising adults will be refused admission to Esplora for health and safety reasons:

- Up to 4 supervising adults are admitted for free per class at Esplora.
- 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.

Esplora Staff

- An Esplora staff member will be present while your group engages with exhibits and activities and they will always assist as much as possible with school groups. However, staff members cannot take any responsibility for students' supervision, wellbeing or behaviour instead of their parents, class teacher / play worker, or any other person who is *in loco parentis*.

Cancelling/Postponing a Visit

- If the school needs to cancel its scheduled outing, we kindly request that the school's designated contact person promptly notifies Esplora, with a minimum of one day's advance notice before the planned outing.
 - Regrettably, Esplora may occasionally need to cancel or postpone a school outing due to unforeseen circumstances. In such instances, Esplora will promptly notify the school and make every effort to provide alternative dates to reschedule the visit to another day.
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- A decorative graphic in the bottom left corner consisting of several overlapping, semi-transparent shapes in various colors: blue, purple, yellow, red, and dark grey.

During Your Outing

Our staff members will guide you in following the Esplora class schedule (timetable) created for your class, which will be prepared using the information provided during the booking process. The schedule will include one activity and one exhibition gallery experience, as well as a 30-minute break in a designated location.

Scheduled Activities

Scheduled activities refer to the activity booked, i.e. science show, hands-on workshop, planetarium film, etc.

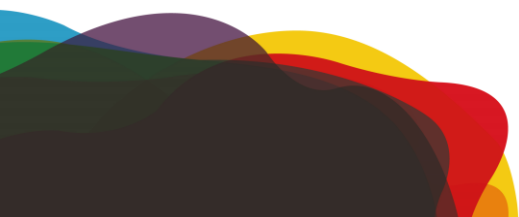
1. Language - Esplora activities can be delivered in English or Maltese – please indicate your students' preferred language in the Class Booking Form.
2. Mobiles - All mobile phones and devices must be put on silent during the activities.
3. Bathrooms - There are bathrooms in all locations at Esplora.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

Activity Changes

Unforeseen circumstances: Esplora reserves the right to modify the booking or activity schedule in response to unforeseeable circumstances. Such circumstances may include the inability to provide certain weather-dependent activities or the unanticipated absence of a specific staff member due to unforeseen illness.

Breaks: Food & Drinks

- 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 EsploraCafé during the class break but must return to the class by the end of the break time.
- Supervising adults must ensure at least 1 adult per class is always present with the class during break time.



Payment Options

Schools are kindly requested to indicate their preferred method of payment in advance, through the Class Booking Form provided by Esplora. Payment options encompass the following:

- 1) Payment on the day at Esplora's reception using cash or card.
- 2) Payment on the day by cheque, made payable to the *Malta Council for Science & Technology*.
- 3) Payment in advance via bank transfer. Schools who opt to pay by bank transfer will need to transfer the payment before visiting the science centre.

- 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

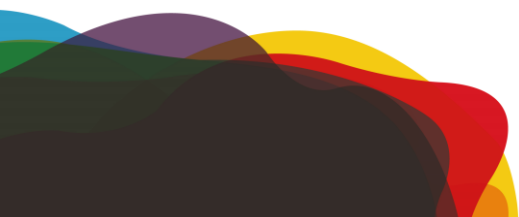
In the case of absent students, refunds will be issued against a credit note for the school to use in future bookings.

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 and 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.
 - 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.

Should they wish, educators may visit Esplora free of charge prior to their school visit. This pre-visit can be used by educators to help them plan ahead how they will use our exhibits as an extension of the classroom.

[Terms and Conditions apply](#) - please note that this offer is not applicable for evening events, and for special themed events where the ticket price is more than the standard entrance ticket to Esplora.

Thank-you for your Cooperation

Esplora staff members will strive to provide an outstanding service. We sincerely value the cooperation of accompanying adults during your visit to Esplora, to ensure that not only does your visit run as smoothly as possible, but also that it is an enjoyable day for all.

