Terms and Conditions

Booking a school visit to the Science Oxford Centre

1. General

1.1 Booking

By submitting a booking enquiry, you confirm you have read and agree to the Terms and Conditions as set out in this document. Science Oxford Centre is open for school visits Tuesday – Friday during term time. We have a maximum capacity of 3 groups per day, with a total of 35 pupils in each group. Unless you have booked a visit for 3 groups, it is likely you will be sharing our Hub space with other school groups.

If you have any queries or you would like to provide additional information about your booking, please contact us via email (socschools@scienceoxford.com) or phone call (01865 810000).

1.2 Additional needs

Any additional needs within groups should be made clear within the booking form when submitting a booking enquiry. If you have concerns that any additional needs have not been included in your initial booking enquiry, please contact us.

1.3 Specialist schools

We offer alternative booking arrangements for groups visiting from specialist schools which may benefit from a more bespoke day. These are typically run on a Monday, outside of our general opening times. Proposed visits are discussed between the booking contact and a member of our delivery team, who will take into consideration the additional needs the group(s) may have. Pre-visit meetings are mandatory to ensure all involved are clear in their expectations of what a visit entails and how we might best support the staff and pupils during their trip.

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2. Day of visit

2.1 Schedule

The Science Oxford team will create the schedule for your visit (including the order of your activities) to take place between 10am and 2pm. A typical schedule looks like this:

09:45 - 10:00 Arrival
10:00 - 11:00 Session 1
11:00 - 11:15 Break
11:15 - 12:15 Session 2
12:15 - 12:45 Lunch
12:45 - 13:45 Session 3
13:45 - 14:00 Departure

Please do not plan your own order of activities, as we plan the schedule depending on our facilities, staffing and additional schools. If you require to see your timetable in advance, or need to do activities in a particular order, please contact us.

If groups arrive late or need to leave early, we may have to shorten, or potentially cancel activities, to maintain the schedule of the day. The Science Oxford team will communicate with visiting teachers and make any changes to sessions clear.

2.2 Travel

Please read this coach and bus route map. Print a copy to give to your travel provider to ensure a prompt and safe arrival. We will wait on Quarry Road from 9:45am to escort your group safely up the drive. If you are delayed on your journey, please ring 01865 810000 to let us know. There is no coach parking on site, and we have limited minibus parking available, so please let us know if you require minibus parking in advance. We cannot provide car parking for school visits, but please get in touch if a disabled guest or accessibility need requires support.

2.3 Arrival

School groups are expected to arrive at 9:45am on the morning of their visit. Members of the Science Oxford team will be waiting at the entrance to Douglas Downes Close on Quarry Road, and they will support groups with offloading from their coaches, lining up along the pavement, and walking along Douglas Downes

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Close to the Science Oxford Centre. This walk is approximately 5-10 minutes, depending on pupil age, and includes a short incline hill. It is important that your pupils are wearing appropriate footwear and clothing suitable for the weather on the day.

2.4 Sessions

Each activity delivered is a separate session. Each group will have three sessions as part of their visit. One of these will always be in the Exploration Zone. All sessions last approximately 1 hour, depending on scheduling. During sessions, all three accompanying adults are expected to remain with their group for the duration. If you have booked a Woodland Walk or outdoor session, please ensure your pupils are dressed appropriately for the weather on the day, as these proceed in almost all weathers. Only if the woodland is deemed dangerous, for example due to high winds or extreme weather conditions, will Science Oxford provide alternative, indoor, age-appropriate activities.

2.5 Breaks and lunch

Break and lunch both take place in The Hub, our indoor seating area, where children are encouraged to use the handwashing facilities before and after eating. We also have a small outdoor break-out space, which may be shared with any other visiting schools on the same day. During breaks, school staff are solely responsible for the children in their care, although a member of our team will be in the Science Oxford Centre Staff Room if you need anything (e.g. First Aid incidences). Emira's Café is also open to adult visitors only during the breaks, offering a selection of hot and cold drinks, snacks, and more.

2.6 Departure

We will escort your group safely down the drive at the end of your visit. Your travel provider should be ready to collect you from 14:00 and should typically expect to depart by 14:15. If you are required to be back to the coach earlier than this, please make us aware and we will adjust sessions accordingly.

2.7 Exhibits and on-day alterations

We work hard to ensure all activities and exhibits are maintained in good condition and are available during your visit. There may be times when exhibits may be unavailable or that changes must be made to activities due to weather, staff availability or equipment malfunctions. If the team feels they must alter or

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change an activity on your booking, we will make you aware as soon as possible. We will endeavour to replace any activity with a suitable alternative.

3. Health and safety

3.1 Risk Assessments

AT LEAST 3 ADULTS must accompany each class (regardless of group size or pupil age) to comply with our Risk Assessments. For younger children, higher levels of supervision will be required as per your school policy. All our Risk Assessments pertaining to school visits and associated activities can be found on our website. If you would like to visit the site and discuss logistics or any concerns, please contact us.

3.2 Centre works

Due to the ongoing site improvement works, you may notice some changes to the area immediately outside the Centre and there may be temporary diversions in place. Thank you for your patience and understanding while we complete these necessary improvements. If you have any queries about this, please contact us.

3.3 Personal property

A person's belongings remain their responsibility while on site, including things left in shared spaces, such as The Hub. Lost property is kept until the end of each term, unless it is perishable or presents a risk to health and safety.

4. Invoicing

4.1 Amendments

If you need to make amendments to your booking, such as chosen activities or pupil number per group, please advise us no less than 6 weeks in advance of your visit.

4.2 Cancellations

If you need to cancel your booking, please let us know at least 6 weeks in advance of your visit so we can make alternative arrangements. If you cancel within 6 weeks of your visit date, you will still be invoiced for your booking.

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4.3 Non-attendance

If you fail to attend on the day of your visit without giving confirmation of cancellation at least 6 weeks in advance of your visit date, you will be invoiced as per the information submitted on your booking enquiry.

4.4 Invoices

Invoices are sent at the start of the month following your visit. You will be invoiced for the number of pupils in your initial booking enquiry unless we are made aware otherwise. Any changes to pupil numbers must be shared with us at least 6 weeks before your visit.

For the 2026/2027 academic year, the cost of a visit is £11 per pupil, subject to VAT, before the application of any membership discounts.

There is a minimum invoice charge of £220 (excluding VAT) for groups with less than 20 pupils. This is applicable per group, not total number of pupils in a booking.

5. Membership

For the 2026/2027 academic year, schools with a valid Science Oxford Centre membership will receive a 15% discount on the total cost of their visit to the Science Oxford Centre.

5.1 Tiered discounts

Your school may be eligible for a discounted visit depending on your schools Free School Meals percentage (FSM%). We check FSM data at the start of each academic year and apply this discount during the confirmation of your booking. If you feel you are eligible for a discount but one has not been applied, please contact us at socschools@scienceoxford.com. You may need to verify your schools most recent FSM status. For discount breakdowns for 2025/2026:

- If your school has >26.5% FSM, you will be entitled to a free membership with 50% discount on your visits to Science Oxford Centre.
- If your school has >30% FSM, you will be entitled to a free membership with 80% discount on your visits to Science Oxford Centre.

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