

Time Jump Histories

School Workshop Terms & Conditions

School Workshop Booking Terms & Conditions

Thank you for choosing **Time Jump Histories**. We pride ourselves on delivering engaging, educational, and immersive historical workshops that bring history to life for pupils of all ages. By confirming a booking with Time Jump Histories, the school or educational establishment agrees to the following terms and conditions.

1. Booking Confirmation

A booking is considered confirmed only when:

- A completed booking form has been received.
- A booking confirmation has been issued by Time Jump Histories.
- Any required deposit has been paid (where applicable).

The person making the booking confirms they have the authority to enter into this agreement on behalf of their school or organisation.

2. Workshop Capacity

Each workshop is designed for a **maximum of 30 pupils**.

This ensures every child has the opportunity to:

- Participate fully.
- Handle replica historical objects.
- Dress in selected historical costumes where appropriate.
- Take part in practical activities.
- Receive individual interaction from the workshop leader.

Larger year groups will be divided into multiple sessions.

3. Workshop Duration

Unless otherwise agreed:

- Individual workshops generally last between **45 and 60 minutes**.
- Full-day bookings consist of multiple workshops delivered throughout the school day.
- Breaks and lunch periods should be agreed in advance.

The school is responsible for ensuring pupils arrive promptly for each session.

4. Educational Content

Time Jump Histories aims to provide historically accurate workshops based upon current historical research.

While workshops are educational, they are also theatrical and interactive to maximise pupil engagement.

Workshop content may be adapted to suit:

- Key Stage
 - Curriculum requirements
 - SEN provisions
 - Age suitability
 - Available teaching time
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5. Health & Safety

Time Jump Histories carries Public Liability Insurance.

Risk Assessments are available upon request before the event.

Replica equipment and teaching resources are regularly inspected before every workshop.

No live blades, sharp weapons or dangerous equipment are used during school workshops.

Any replica weapons used are for educational demonstration purposes only and remain under the supervision of the workshop leader at all times.

6. Safeguarding & Child Protection

Time Jump Histories is fully committed to safeguarding children and young people.

Our safeguarding principles include:

- All workshop leaders hold an enhanced DBS check where applicable.
- Appropriate professional boundaries are maintained at all times.
- Physical contact with pupils is avoided unless absolutely necessary for safety or with staff approval.
- Staff will never be left solely responsible for supervising pupils.
- A member of school staff must remain present throughout every workshop.
- The school retains overall responsibility for pupil behaviour, welfare and discipline.

Any safeguarding concern identified during a visit will be reported immediately to the designated safeguarding lead (DSL) in accordance with the school's safeguarding procedures.

7. Supervision

Teachers and school staff remain responsible for pupil supervision throughout the visit.

Time Jump Histories cannot accept responsibility for supervising children outside the delivery of the workshop.

A suitable number of staff should remain present in accordance with the school's safeguarding policy.

8. Behaviour Expectations

Our workshops are interactive and require respectful behaviour from all participants.

Time Jump Histories reserves the right to remove equipment or modify activities where behaviour presents a safety risk.

Persistent disruptive behaviour may result in parts of the workshop being suspended.

No refund will be issued where disruption prevents the full delivery of the session.

9. Venue Requirements

The school agrees to provide:

- A safe teaching space.
- Adequate seating where required.
- Access to electrical power if requested.
- Parking where possible for unloading equipment.
- Sufficient setup time before the first workshop.

The school is responsible for ensuring the venue complies with its own health and safety requirements.

10. Risk Assessments

A generic workshop Risk Assessment can be supplied before the visit.

The school remains responsible for:

- Site-specific risk assessments.

- Fire evacuation procedures.
- First Aid provision.
- Medical information relating to pupils.

Time Jump Histories should be informed in advance of any known hazards or restrictions that may affect workshop delivery.

11. Medical Requirements

Schools should notify Time Jump Histories before the visit of:

- Severe allergies
- Accessibility requirements
- SEND considerations
- Medical needs likely to affect participation

Where possible, activities will be adapted to ensure inclusion.

12. Photography & Media

Schools are welcome to photograph workshops for educational or promotional purposes.

If photographs are intended for public use, the school confirms that all necessary parental permissions have been obtained.

Time Jump Histories may occasionally request permission to photograph workshops for promotional use.

No photographs will be taken without prior consent from the school.

13. Damage to Equipment

Workshop resources represent specialist educational equipment.

The school accepts responsibility for deliberate or malicious damage caused by pupils.

Accidental wear through normal educational use is expected and will not incur charges.

14. Cancellations

By the School

- More than 30 days before the visit: Deposit retained (if applicable), no further charge.

- 14–30 days before the visit: 50% of the remaining balance payable.
- Less than 14 days before the visit: Full booking fee payable.

Where possible, bookings may be rearranged at the discretion of Time Jump Histories.

15. Cancellation by Time Jump Histories

In the unlikely event that Time Jump Histories must cancel due to:

- Illness
- Severe weather
- Vehicle breakdown
- National emergencies
- Circumstances beyond reasonable control

An alternative date will be offered wherever possible.

If this cannot be arranged, any monies paid will be refunded in full.

Liability is limited to the value of the booking.

16. Payment Terms

Invoices are normally issued following confirmation of the booking unless otherwise agreed.

Payment is due within **30 days of the invoice date**, unless alternative terms have been agreed in writing.

For new customers, large bookings, or multi-day events, Time Jump Histories reserves the right to request a **non-refundable deposit**, with the remaining balance payable by the agreed due date.

Late payments may be subject to interest and reasonable recovery costs in accordance with the **Late Payment of Commercial Debts (Interest) Act 1998**.

17. Travel

Travel costs are included only where stated within the quotation.

Additional mileage, parking, ferry crossings, congestion charges or accommodation may be charged where applicable and will be agreed before booking confirmation.

18. Insurance

Time Jump Histories maintains appropriate Public Liability Insurance.

Insurance certificates are available upon request.

19. Force Majeure

Time Jump Histories shall not be liable for failure to perform obligations due to circumstances beyond reasonable control, including but not limited to:

- Extreme weather
 - Government restrictions
 - Industrial action
 - National emergencies
 - Transport disruption
 - Acts of God
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20. Acceptance of Terms

Confirmation of a booking constitutes acceptance of these Terms & Conditions.

Time Jump Histories reserves the right to amend these Terms & Conditions where necessary. The version in force at the time of booking shall apply.

Contact

Time Jump Histories

Educational Historical Workshops • Living History • Interactive Learning • Curriculum Enrichment

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Serving schools, museums and educational organisations across the United Kingdom.