



Woodhorn Summer STEM Club Terms and Conditions

Reserving your child's place – Your booking through Eventbrite has reserved your child's place on our Summer STEM Club. Please read through the terms and conditions below as you will need to agree with these in order to attend. If you do not agree with these terms please let us know and we will release your child's place.

Cancellations or no-shows – If your child will no longer be able to attend the STEM club, please let us know so that we can offer the space to another child. If your child does not show up on the first day after we have attempted to contact you then your child's place will be forfeited and released to a child on our waiting list.

If your child cannot attend on a specific day of the two week STEM Club please get in touch with us in advance to let us know.

If your child decides they no longer wish to attend having started the club please let us know.

Illness – If your child is unwell then they should not attend the STEM Club. Please let a member of our staff know so we are aware of this. If your child has been sick please leave 48 hours before they return to the STEM Club. Please do not attend if your child has symptoms of Covid-19.

Medical and special educational needs – you are obliged to notify us of any pre-existing medical conditions (including allergies) or special educational needs your child may be experiencing, accompanied with any medication that may be relevant, in writing. STEM Club staff are unable to administer medication.

Behaviour – Our STEM Club staff are suitably qualified and will use our skills to manage behaviour to the best of our ability. Our staffing ratios are such that we do not have the capacity to provide additional support to those who would normally receive it in school.

Abusive, aggressive, or disruptive behaviour by your child towards staff, fellow children or other visitors to Woodhorn will result in the immediate expulsion and exclusion from future activities. In the event of this happening, the named emergency contact will be informed and expected to collect the child immediately.

Personal items – Our staff, external visitors and Museums Northumberland will not accept any liability for the loss or damage or any personal items brought to our STEM club. Valuable items such as phones and tablets should be left at home.

Content, timing and delivery – It may be necessary, for reasons beyond our control, to change the content, timing and delivery of our STEM Club. When possible, advanced notice will be given.

Safeguarding and child protection – Our staff have a duty to respond if they suspect a child in their care may be suffering from abuse, or if a child makes a disclosure about abuse. In this event, the staff will contact social services for further advice.

Woodhorn museum will be open to the public during the hours of the STEM Club. When out on our site STEM Club staff and children will be required to wear a high vis vest. Children will be in groups supervised by a member of STEM Club staff and should not approach members of the public.

Money – Our staff cannot take responsibility for any money left with your child.

Drop off/ pick up – All children aged 11 and under must be dropped off/ picked up and signed in/out by a guardian aged 18 or over. We will only let children depart with adults who have been approved on the parental consent form.

Lateness (arrival) – All activities are scheduled to start on time as advertised. Any lateness, without contact being made to advise staff, may result in your child missing activities. Children should arrive for 10.00.

Lateness (departure) – Unless otherwise advised by the STEM Club organiser the Summer STEM Club ends at 15:00. Children can be collected earlier if needed. Children should be picked up and signed out with a member of the STEM Club staff by 15:15. If the parent/guardian is going to be later than this they should call in advance to discuss this.

Food and drink – A packed lunch, snacks and drinks will be provided for children taking part in the Summer STEM Club. Children may bring a water bottle which they can refill during the day if needed. Children should not bring food along with them, especially no nut products as there may be children present with allergies. If your child has any allergies or other dietary requirements, please make us aware of this on the medical form you have been sent.

Clothing – Please send your child in appropriate clothing for the weather. Though most of the STEM Club will take place indoors, there will also be outdoor activities and play. In the case of hot weather, please send your child with a hat and apply sunscreen before they arrive. Our staff will not apply sunscreen to children but they can bring some to reapply themselves if needed.

Optional trip – Children attending the optional trip must be accompanied by a responsible adult. Further terms and conditions will be sent for this with the trip booking form.