

# SCHOOL VISIT GUIDELINES AND IMPORTANT INFORMATION

Please read carefully before booking a visit

## BOOKINGS

All school visits must be booked in advance. Bookings for the current school year will start on the 20<sup>th</sup> of September 2023.

Visits are **subject to availability** and are booked on a first come first serve basis. Please note that priority will be given to schools which have not visited the Center before.

Visits to the Center take place once a month during the school year from October to May and their **duration is 3.5 hours** (from 9 am to 12.30 pm). The dates are:

- 1.Wednesday 18/10
- 2.Wednesday 15/11
- 3.Wednesday 13/12
- 4.Wednesday 17/1
- 5.Wednesday 14/2
- 6.Wednesday 13/3
- 7.Wednesday 17/4
- 8.Wednesday 15/5

Visits are booked only for students attending the last year of high school, **except for the May visit** where bookings will be made **only** for students of middle school or the first and second year of high school.

## Number of students per group

The visit includes a tour of laboratories and facilities of limited space, as well as an interactive activity in which only a limited number of students can participate. Therefore, the recommended number of students is not more than 12-15 (**maximum number 18**).

## Supervision

For adequate supervision (e.g., when students are divided in two groups for activities) we recommend **two** accompanying teachers/persons in charge.

## CANCELLATIONS

In case of a cancellation please try to notify us in advance as early as possible. Your visit will be re-scheduled at the next available date.

The BSRC FLEMING reserves the right to cancel the school visit at the last minute in case of force majeure.

## ON THE DAY

### Parking

The BSRC FLEMING cannot provide parking facilities for coaches or minibuses.

Coaches are requested to drop-off and pick-up groups outside the FRONT MAIN ENTRANCE of the building (**drop-off at 9 am and pickup at 12.30 pm**).



### Arrival time & delays

Please make sure that you arrive on time. We suggest that you arrive at 9 am to allow plenty of time for everyone to sign their name and take their visitor badge.

**The program starts promptly at 9:15 am.** Please be advised that in case of a delayed arrival the visit program cannot be modified in a way that would allow for all of the scheduled activities to take place. The BSRC FLEMING staff will decide which of the activities will still take place and departure time will remain at 12.30 pm.

## Visit program

See the file “**School visit program**” for a summary of the visit agenda. Teachers and students are also encouraged to consult the Center’s website for information should they wish to familiarize themselves with the Center prior to their visit.

Please note that the BSRC FLEMING reserves the right to change the school visit agenda without any prior notification.

## Visitor badges

Wearing the visitor badge is mandatory for all students and accompanying adults throughout the visit. The badge is returned to reception before departure.

## Toilets

The Center has limited toilet facilities for school groups. Please consider this when planning your visit.

## Cloakroom

There is no lockable storage for bags and coats. Personal belongings left unattended in any of the Center’s areas are the responsibility of the owner.

## Physical access and specific needs

There is limited level access in the building between the different visit areas. Please notify us in advance if anyone in your group requires level access or has any other specific need.

## Photography and Video recording

Visitors are not allowed to photograph or videotape any of the Center’s premises (laboratory spaces, facilities, museum, etc.).

The Center itself may want to photograph or film student visits for its archives/social media/website/etc. In this case, written consents will be sought from the legal guardians of all students visiting the Center.

In addition, on the day of the visit, if a school visit is being photographed or filmed, it is the Center’s obligation to make visitors aware that this is happening, so that they can move away if they do not wish to be included.

## Smoking

Smoking is not allowed in any area of the BSRC FLEMING, either inside the building or outside.

## Covid-19

The Center complies with all state guidelines regarding the Covid-19 pandemic. At present there are no official guidelines regarding prevention measures for Covid-19 infection.

It is, however, recommended that masks are worn whenever possible, especially during overcrowded activities in small spaces.

Visitors are requested to wear masks at all times if they have been in contact with a confirmed Covid-19 case and to abstain from the visit altogether should they test positive themselves or feel unwell in any way.

## Code of conduct

To ensure that everyone has a safe, enjoyable visit we ask that all groups:

- Listen to and comply with directions from the Center's staff
- Be mindful of noise levels in the corridors and all areas of the Center
- Use mobile phones with respect for others. Switch off mobile phones during presentations and activities.
- Do not leave the group and wander off in the premises without permission
- Do not run in corridors, stairs, or laboratories to avoid accidents and/or collisions with personnel carrying sensitive equipment and materials
- Do not touch any objects on open display in the Museum
- Do not touch any equipment in the laboratories and facilities without permission
- Do not consume food or drink in the museum or the laboratories other than water for refreshment
- Leave all spaces tidy after taking part in activities

## CONTACT US

If you are interested in making a booking, please **send an email to**

[secretariat@fleming.gr](mailto:secretariat@fleming.gr)

including in your email **the following details**

- Name of school and region
- Preferred date of visit (please give alternative dates too)
- Class info (direction, number of students)
- Whether you have visited the Center before (please give all previous dates)
- Name and contact details of the person in charge of the visit

### Booking confirmation

When we receive your enquiry we will contact you to confirm availability and book your visit.

Once your visit is confirmed you will need to send us **a list of the full names of all students** in the visiting group as well as the full names of the two accompanying teachers/persons in charge (visitors will need to sign next to their name upon arrival).

We will also send you a **consent form** to be signed from the legal guardians of the visiting students in case they wish to be included in any photography/videorecording event that may take place during the visit. The person in charge of the visit must bring the signed consent forms on the day of the visit or provide us with digital copies prior to the day of the visit.

By booking your visit, you agree that you will follow all of the aforementioned instructions.

We look forward to welcoming you to our Center.