Teacher's Pack: Summer 2025
Basing House

Thank you for booking a visit with us to Basing House

At a Glance – Your Visit Information

Before your visit

- Please ensure **before you arrive at the venue** that your class is divided into 2 even groups with an adult helper for each group. *This is essential for the activities planned due to the spaces and resources used.*

Date : Tuesday 29th April 2025

Programme: KS3 Civil War

Arrival time: 09:45 am at Basing House for **10.15am start**

Arrival by coach / minibus

- Basing House is located at Basing House, Redbridge Lane, Old Basing RG24 7HB
- Please wait at the Coach Park to be met by one of our Learning Facilitators
- You will be escorted to the Visitor Centre at the Basing House Grange site, which is a short walk from the Coach Park along the River Loddon.

Important Information

- Please note your arrival time on your timetable: we are unable to admit early arrivals until the scheduled arrival time, and late arrival may result in your programme being affected.
- Your timetable details your timings for the day and the time allocated to you for lunch.
- As Basing House is an outdoor site and our planned activities take place without cover, it is vital that students and staff dress appropriately for the weather. Workshop sessions will go ahead even if it is raining
- Lunch is usually enjoyed outside in the Walled Garden, however, in the event of very wet weather, it is possible to accommodate groups in our Education Room for lunch if necessary.

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Your Schedule – 1 class only

09:45am – 10:15am	*Arrival at Coach park, walk to Basing House site, toilets etc*
10:15am – 11:30am	**Facilitated Civil War Workshops (Education Room and Cow Byre)**
11:30am – 12:30pm	*Lunch & Toilets (Cow Byre or walled garden, depending on weather)*
12:30pm – 13:45pm	**Self led / free time Basing House Citadel ruins**
13:45 – 14:00pm	*Walk back to Grange, Toilets etc*
14:00pm	*Depart from coach park*

Your Schedule – 2 classes

	Class 1	*Class 2*
09:45am – 10:15am	*Arrival at Coach park, walk to Basing House site, toilets etc*	
10:15am – 11:30am	**Facilitated Civil War Workshops (Education Room and Cow Byre)**	**Self led / free time Basing House Citadel ruins**
11:30am – 12:30pm	*Lunch & Toilets (Cow Byre or walled garden, depending on weather)*	
12:30pm – 13:45pm	**Self led / free time Basing House Citadel ruins**	**Facilitated Civil War Workshops (Education Room and Cow Byre)**
13:45 – 14:00pm	*Walk back to Grange, Toilets etc*	
14:00pm	*Depart from coach park*	

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Map of the Basing House site:

General Information

Booking Information

- Please check all of your booking information and inform us of any changes.
- Arrange a free familiarisation visit to Basing House to acquaint yourself with the site and complete your own Risk Assessment for your learners
- Please read our Risk Assessment regarding session content

On the Day of Your Visit

Arrival

- Please note the arrival time on your timetable: we are unable to admit early arrivals until the scheduled arrival time, and late arrival may result in your programme being affected.
- Please report to Reception on arrival, giving total numbers of adults and students in the group.
- It is very important to keep to the timings on your timetable so it does not affect any other bookings.

Facilities

- There are toilets located at:
  - The Grange Education Centre
  - Garrison Gate

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- Walled Garden Museum

These toilets are accessible to all museum visitors.

Health and Safety

Please share our safety rules with your pupils either before you arrive or immediately after arrival at the museum.

- Please walk, do not run, at all times. The site is outdoor and uneven, with slopes and ditches.
- We have a responsibility to protect this historic site, so please do not climb on walls, ditches, fences or ruins, and walk only on the paths provided.
- Please notify a member of Basing House staff of any incident or injury, however small.
- Depending on the size of your class and the time of your booking, there may be other members of the public present at the Basing House site at the same time as your class.
- Please see HCT Risk Assessment for further details of session content

Responsibilities of the School

Teachers and accompanying adults are responsible for the supervision and conduct of your students at all times. Please do not leave children unattended at any time.

- There may be a range of other visitors enjoying Basing House during your visit. We request that all visitors show respect for one another during their time here.
- Some objects from our Collections are on open display. Please respect advisory notices, remembering at all times that these items are museum objects and should be treated with respect.

Payment and Cancellation Policy

- Your booking will be confirmed on receipt of payment for the full workshop fee. An invoice for this amount will be issued alongside the teacher pack once a suitable date has been scheduled for your visit
- Payment terms for invoices are 30 days from the date of issue
- Please give a minimum of 21 calendar days' (excluding Hants school holidays) notice in writing (including email) of changes to the date of your booking and we will endeavour to accommodate your request. We regret that with less than 21 days' notice we will be unable to change the date or to refund your booking costs.
- In the unlikely event that Milestones should need to cancel your visit we will contact you to re-arrange. If it is impossible to reschedule, a full refund of your booking costs will be given.
- We request a ratio of 1:5 for KS1 visits (for every 5 children, 1 adult included free of charge). We request a ratio of 1:10 for KS2 visits (for every 10 children, 1 adult included free of charge). We request a ratio of 1:15 for KS3 visits (for every 5 children, 1 adult included free of charge). You are welcome to bring extra adults, who will be charged at the group adult entry rate.
- If any of your children have specific needs and require 1:1 help, their accompanying adult will also be admitted free of charge. Please advise us if this is the case when making your booking.
- Please note that Basing House Annual Tickets are not valid on a school visit.

Prices above are accurate at the time of booking but are subject to change.

After Your Visit

- In order for us to keep improving our programme, we would be really grateful to hear your feedback. Please complete our evaluation form which you can find here: https://hampshireculturaltrust.typeform.com/to/gNWrLWkV

Useful Contacts

Bookings, Payments and Administration:
milestones.schools@hampshireculturaltrust.org.uk; 01256 639550.

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