



## GROUP LEADER INFORMATION PACK

### WELCOME TO THE SCOTTISH SEABIRD CENTRE!

The Scottish Seabird Centre is a conservation and education charity dedicated to inspiring people to care for wildlife and the natural environment. We are a non-profit making visitor attraction: income is invested in our charitable work undertaken by our committed team of staff and volunteers.

The Centre is situated in a stunning location at North Berwick harbour, next to the town's beautiful beaches and with views out to the Firth of Forth.

Whether you bring a group for a self-led tour of our Discovery Experience and/or attend a curriculum based workshop in our dedicated Learning Hub, you'll leave feeling inspired and enthused.



In the Discovery Experience visitors can explore with interactive live cameras located on islands in the Forth—there's different wildlife to see throughout the year and at different stages of the breeding season.

Also in the Discovery Experience there is a Wildlife Theatre which shows short nature films; there are a range of newly updated interactive exhibits and the Flyway Tunnel explores the dangers of migration.

We offer a range of indoor and outdoor workshops; indoor and outdoor space for packed lunches; coats, bags and belongings can be stored; and there are toilet facilities.

### OUR EDUCATION POLICY

The aim of the Scottish Seabird Centre's education programme is to inspire and engage people of all abilities and backgrounds to appreciate, learn about and care for Scotland's wildlife and natural environment.

- ⇒ We are committed to lifelong learning and provide a diverse range of formal and informal educational programmes.
- ⇒ We offer a unique environment in which to explore current scientific and social issues.
- ⇒ We are ideally placed to provide a range of real-world experiences for pupils supporting the outcomes of Curriculum for Excellence.
- ⇒ We focus on participatory, experiential learning that is accessible and appropriate for a range of ages and abilities.
- ⇒ Our workshops are lively and fun to enthuse pupils and teachers alike.
- ⇒ We offer a range of online and post-visit resources.





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### OPENING TIMES

The Scottish Seabird Centre (SSC) is open all year (only closed on Christmas Day).

January	11:00 - 16:00
February, March, September and October	10:00 - 17:00
April - August	10:00 - 18:00
November-December	10:00 - 16:00

To ensure you have sufficient time to enjoy your visit, last entry to the Discovery Experience is 1 hour before closing time for self-led visits.

### FAMILIARISATION VISITS

Free teacher planning visits are available on request. Familiarise yourself with the Centre and the surrounding area to experience first-hand the learning potential a visit can offer.

### ARRIVING BY COACH

Groups arriving by private coach may be dropped off at Melbourne Road, which is adjacent to the Centre. The coach must then be parked at the Coach Park, situated in the Rugby Club Grounds, Dunbar Road.

### RUNNING LATE?

We understand that you may experience delays when traveling to the Centre. If you have booked a workshop and you are going to be late it is essential that you contact the Learning Team on 01620 890202 to provide an estimated time of arrival.

### HOW TO BOOK YOUR VISIT

Booking is essential for all self-guided and Seabird Centre-led education visits. Please use the online booking form to enquire about a visit. Please have alternative dates available as we may not always be able to accommodate your first choice, particularly during the summer term.





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## COSTS

	Off Peak (Mon 4 Nov - Fri 3 April)				Peak + Weekend (4 April to 3 Nov)			
	1 Workshop	2 Workshops	1 workshop + Discovery Experience	2 workshops + Discovery Experience	1 Workshop	2 Workshops	1 workshop + Discovery Experience	2 workshops + Discovery Experience
Nursery (Aged 4+)	£1.50	£2.50	£4.50	£5.50	£2.50	£3.50	£5.50	£7.50
Primary	£3.50	£4.50	£6.50	£7.50	£4.50	£5.50	£7.50	£9.50
Secondary	£3.50	£4.50	£6.50	£7.50	£4.50	£5.50	£7.50	£9.50
Lifelong Learners & Groups	£4.00	£5.00	£7.00	£8.00	£5.00	£6.00	£8.00	£10.00

East Lothian Council Schools receive 50p discount per pupil

SIMD schools get a £1 discount per pupil (SSC will advise)

Outreach sessions are available at £1 discount per pupil on standard education prices.

Minimum group booking is 10 persons.

## RECOMMENDED ADULT: PUPIL RATIOS FOR SCHOOLS

Nursery (ages 4 plus only): 1 adult for every 3 children

Primary: 1 adult for every 6 children

Secondary: 1 adult for every 6 children

There is no charge for teachers and adult helpers within these ratios. Additional adults cost £6.50.

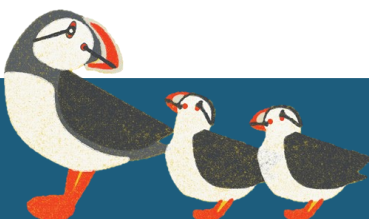
## PAYMENT

All schools must pay the full balance on or before the date of the visit. Cheques, cash and credit/debit cards are accepted. An invoice may be raised with prior arrangement and must be settled in full before the date of the visit.

Please note that payment is for the **number of children requested** at the time of booking.

## CANCELLATION

No refund will be given if you cancel less than 2 weeks prior to a scheduled visit.





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### BOAT TRIPS

Education boat trips are available at an additional cost of £9 per pupil and £17 per adult. These are seasonal, running from Easter to autumn. Boat trips are weather dependant and may need to be cancelled at short notice – a refund will be given in this case and alternative educational workshops can be provided. Please contact us for further information.

### BEHAVIOUR

To ensure that you and your pupils have a happy and safe visit at the Scottish Seabird Centre, teachers/adult helpers must remain with your pupils at all times. SSC staff will assist and support pupils and teachers/adult helpers, however, they are not responsible for pupil behaviour.

### INSURANCE

Our insurance is provided by Aspen Risk Management Limited and this covers all the work we do with children and adults in our Discovery Experience, Learning Hub and outdoor beach and rockpooling activities.

### COATS AND BAGS

Please ensure that pupils are dressed appropriately for their visit. We have an area for the storage of coats, bags and packed lunches in the Learning Hub. We would be grateful if you could ensure that your party keeps baggage to a minimum and keeps all valuables with them. Please ensure that pupils carry money securely with them or that it is kept by a designated adult. The Scottish Seabird Centre cannot accept any responsibility for personal possessions.

### TOILETS

Toilets can be found in the Learning Hub or, with disabled access, adjacent to the Café.





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### SHOP

We have a small shop with a range of stock of varying prices, and education groups are most welcome to visit. Please ensure that your pupils are supervised within this area. The shop can become particularly busy between 12.30 and 14.00.

### SAFETY AND RISK ASSESSMENTS

The Scottish Seabird Centre is committed to ensuring that all visitors have a safe environment for their visit. For information on our risk assessment policies please visit our website. SSC staff are on hand at all times but pupils remain the ultimate responsibility of the accompanying teacher(s). To assist staff, it is helpful if pupils wear their school uniform so that they are easily identifiable.

### EMERGENCY SITUATIONS

An audio and visual alarm will be activated. Groups meet outside at the sign-posted assembly point, on Anchor Green outside the Learning Hub. Once at assembly point, teachers/group leaders should gather and count pupils, immediately reporting missing pupils to a member of staff. If your party includes a child who is a wheelchair user and/or requires mobility support, an accompanying adult in your group must be designated to assist the pupil.

### FIRST AID

The Scottish Seabird Centre always has a trained First Aider on duty. Should anyone in the party have an incident whilst at the Centre this must be reported to a member of staff immediately.

### WATERFRONT LOCATION

The Scottish Seabird Centre is situated on North Berwick's harbour. If taking classes to the harbour or to the beach, please ensure that pupils are aware of the associated dangers.

