

Educational Visits Terms and conditions

All Visits

Making a booking

Bookings for an Education Visit to the UK Parliament open termly and you may apply for a visit using the [online booking form](#). To receive notification about forthcoming booking information, register for our regular Education Newsletter.

Slots do become available outside of our standard booking times and these are regularly updated on our [short-notice bookings](#) pages along with information on how to apply. The size of the visiting group shall be subject to the following limitations:

- Maximum number of visitors (adults and children) cannot exceed 108 per year
- Minimum numbers of visitors (adults and children) cannot be less than 17
- Any teachers or adult helpers (who will make up the educational group) must be included within your application in such ratios as are required below;
- If your educational group consists of pupils aged between 5 and 7, a ratio of 1:7 teachers or adult helpers to pupils is required in accordance with DfE guidelines and SEN requirements;
- If your educational group consists of pupils aged between 7 and 19, a ratio of 1:15 teachers or adult helpers to pupils is required in accordance with DfE guidelines and SEN requirements.
- Groups should consist of a maximum of 5 adults per group (contact us if this causes a problem for your group).

Based on the total visitor numbers applied for, we will determine the number of visit slots which will be required to accommodate your group. Slots will be booked as closely together as possible to try to keep start and end times similar.

Once an application for a visit has been processed, you will be sent an email confirmation for each slot which has been booked for your group along with information about our Travel Subsidy if you are eligible.

It may be possible to add additional visitors to your booking up to four weeks in advance of your visit subject to the limitations above and overall capacity. Requests must be made in writing to engage@parliament.uk.

It is the responsibility of the group organiser to check that the booking details are correct and to ensure that the educational group attends the UK Parliament on the appropriate day at the appropriate time and comply with the conditions.

Cancellations

If the UK Parliament cancels a confirmed booking after costs have been incurred with a travel provider and the group is unable to obtain a refund, the group may claim full compensation for travel costs only. The group will need to provide evidence that they have

been unsuccessful in obtaining a refund and contact **0207 219 4496** or engage@parliament.uk to discuss further.

If a group chooses voluntarily not to obtain a refund, but to continue with its trip to London without undertaking an Education Visit to Parliament as part of that trip, it may not claim a refund of travel costs.

You may cancel (fully or partially) or apply to change the date or time of an Education Visit by contacting us on **0207 219 4496** or engage@parliament.uk to discuss. In case of cancellation, claims for Travel Subsidy cannot be made.

Bookings made on behalf of schools

Third party educational organisations booking on behalf of schools can be made and will be subject to the same annual visitor caps as bookings made directly with schools (maximum 108 visitors per year), Travel subsidy for these groups would be made directly through the third-party organisation. Booking information will be sent directly to the third-party organisation.

You must, on request, provide us with details (including group contact name, address, telephone and e-mail address) of the group you are booking on behalf of.

Bookings applications must detail the school group attending at the point of request and are not transferable following receipt of booking confirmation.

What's on offer

Tour and Workshop bookings (2hrs 15 mins)

We offer a selection of themed workshops for you to choose to best meet your group's academic requirements. These sessions include a tour of the Houses of Parliament which may include one or both business Chambers. Also included in this session is a 60 min interactive workshop delivered in our dedicated Education Centre.

These sessions are suitable for children and young people aged 5-18 years with content adjusted to meet the age group.

We also invite along your group's local MP to join in a Q&A session if they are available.

Story of Parliament Bookings (1hr 30 mins)

Our Story of Parliament sessions offer a 15 min 360 degree film experience followed by a tour of the Houses of Parliament.

These sessions are suitable for children and young people aged 7-18 years with content adjusted to meet the age group.

Tour only bookings (1hr 15mins)

If you are short on time or have a group of less than 17 people, you might wish to consider a tour only visit. These can be arranged by contacting your local MP and requesting a

School's [Democratic Access Tour](#). These are tours of the UK Parliament led by trained tour guides and are subject to the same eligibility criteria for Travel Subsidy as bookings made through the Education and Engagement team.

Select Committee Experience - seasonal offer (2hr 15mins)

This session includes a tour of the Houses of Parliament which may include one or both business Chambers. Also included in this session is a 60 min interactive workshop delivered in our dedicated Education Centre specifically designed to meet the needs of A-Level Government and Politics students.

Compliments, Complaints and Comments

If you wish to contact us with feedback regarding the process of applying for Travel Subsidy, please follow the link [here](#) and select the appropriate action.