

# MAKE THE MOST OF YOUR VISIT

## KEEP IN TOUCH

0141 420 5003 | [glasgowsciencecentre.org](http://glasgowsciencecentre.org)



GLASGOW  
**SCIENCE  
CENTRE!**

Glasgow Science Centre is a registered charity SC030809



## WHAT YOU CAN EXPECT FROM GLASGOW SCIENCE CENTRE

- To be welcomed and escorted into the building to help with orientation and logistics. The staff member will not remain with you throughout your stay but Science Communicators will be available throughout GSC to answer questions and discuss interactive exhibits.
- To participate in pre-booked curriculum linked experiences that challenge and engage learners.
- To enter a safe, secure and clean environment that is exciting and interactive.
- That we will support your own and your pupils' knowledge and enthusiasm for science and technology.

If we fail to meet any of these expectations, please feedback to staff on the day or through our teacher questionnaire.

## WHAT WE EXPECT FROM YOU

To ensure that you and your pupils have the best experience at Glasgow Science Centre. Teachers/adult helpers must remain with your pupils at all times and actively supervise use of interactive exhibits. GSC staff will assist and support pupils and teachers/adult helpers, however, they are not responsible for pupil behaviour.

Our golden rules to ensure a happy and safe visit are that visitors:

- **MUST** respect other visitors to GSC.
- **MUST** respect our exhibits, dining areas, toilet facilities and other public spaces by treating them as their own.
- **MUST NOT** eat or drink on the exhibit floors in the Science Mall.
- **MUST** remain with their teachers(s)/adult chaperone(s) **AT ALL TIMES**
- **MUST** not enter the Big Explorer under 7's area if you're over 7 years of age.

If you fail to meet our expectations, for health and safety reasons we reserve the right to contact the school head teacher and ask pupils, accompanied by an adult, to leave the premises.

Please note that we must be notified of changes in numbers at least 48 hours in advance.

## TEACHER INFORMATION & GUIDELINES

### ARRIVAL AND DEPARTURE FROM GSC

- Ask your driver to take you to the entrance. After your driver has dropped the party off, they should park in the designated free coach area at the far end of the car park (code required).
- The member of staff will then escort you to the sales desk to collect your itinerary. At this point please provide payment for your visit (if unpaid).
- Arrange with your driver for the bus to pick you up outside the exit on departure.

### COATS AND BAGS

We have an area for the storage of coats, bags and packed lunches. 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. Glasgow Science Centre cannot accept any responsibility for personal possessions.

### TOILETS

Toilets, all with disabled access, can be found on the ground floor, 2<sup>nd</sup> and 3<sup>rd</sup> floors and at the IMAX cinema.

### EATING FACILITIES

Packed lunch areas must be booked in advance through the education bookings line **0141 420 5003**. We also have a cafe on the Ground floor serving a selection of food and drink.

Please note that no food or drink is to be consumed in the IMAX cinema or the Science Mall.

### SNACKS

Snack time will no longer be available to pre book, however we will provide a space on floor 1 and you should notify a staff member on arrival. If you would like your pupils to have a snack on the day, please ensure they have removed their snack from their bag on arrival. Once they have dropped off their bags and jackets at the cloakroom you will then be escorted to the snack space. Please note that the majority of the space is for pupils to be seated on the floor but if any of your pupils are unable to use this style of space please let us know in advance. We want to improve the overall experience for school visits and we hope that by changing this process will make it easier for everyone.

### SHOP

We have a large shop with a wide range of stock of varying prices, and education groups are most welcome to visit. Please ensure that your pupils are supervised within this area and we would appreciate it if you could keep to your allocated shop visit timeslot.

The shop can become particularly busy between 12.30 and 14.00.

### ADVICE ON SAFETY AND RISK ASSESSMENT

Glasgow Science 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.

GSC staff are on hand at all times but pupils remain the ultimate responsibility of the accompanying teacher(s). Should any of your party become lost during their visit, please ensure that they seek out one of our staff and they will reunite them with their group as soon as possible. To assist staff, it is helpful if pupils wear their school uniform so that they are easily identifiable.

### IN THE EVENT OF A FIRE/EMERGENCY SITUATION

- A siren will be sounded and a PA announcement will be activated.
- Groups meet outside at the sign-posted assembly point.
- Once at assembly point, teachers/group leaders should gather and count pupils, immediately reporting missing pupils to a member of staff in this area.
- 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

- Glasgow Science Centre always has a trained First Aider on duty and there is a designated First Aid Room.
- Should anyone in the party have an incident whilst at the Science Centre this must be reported to a member of staff immediately.

### WATERFRONT LOCATION

Glasgow Science Centre is situated on a waterfront location and has water-filled areas near walkways. If taking classes to the waterfront or near the water-filled areas, please ensure that pupils are aware of the associated dangers.