



Leeds Festival of Science 2020

BEFORE YOUR VISIT

CONTACT INFORMATION

Please provide a mobile number that can be used for emergencies on the day of the event.

RISK ASSESSMENTS

All the risk assessments for the sessions will be available from our website (www.leeds.ac.uk/festivalofscience).

PARKING

Please note that parking is limited and it will not be possible to arrange campus parking on the day. If you think you will require a parking space, please request this when you confirm your attendance. We will endeavour to accommodate all parking requests but cannot guarantee they will be met. The cost for parking is a flat day rate of £7 per vehicle.

CONTACT DETAILS

If you anticipate that you will be arriving late, the numbers in your group change or for any reason you can no longer attend the event, please contact us as soon as possible to allow alternative arrangements to be made, as some sessions are only viable with minimum numbers:

To contact us prior to the event, please email : festivalofscience@leeds.ac.uk

To contact us on the day of your event, please telephone: **07505 403 499**



If you would like to tweet about Leeds Festival of Science activities:
@STEMatLeeds #LFoS20

YOUR VISIT

TIME

Please arrive **15 minutes before** the start of the event.

ARRIVAL LOCATION

Parkinson Building,
University of Leeds
Woodhouse Lane,
Leeds
LS2 9JT



ARRIVAL INSTRUCTIONS

The Parkinson Building is at the main entrance to the University of Leeds. Please go up the steps and into the building, where the main reception is straight in front of you. You will be met by a member of the Festival team
Coaches must drop off and pick up from Parkinson.

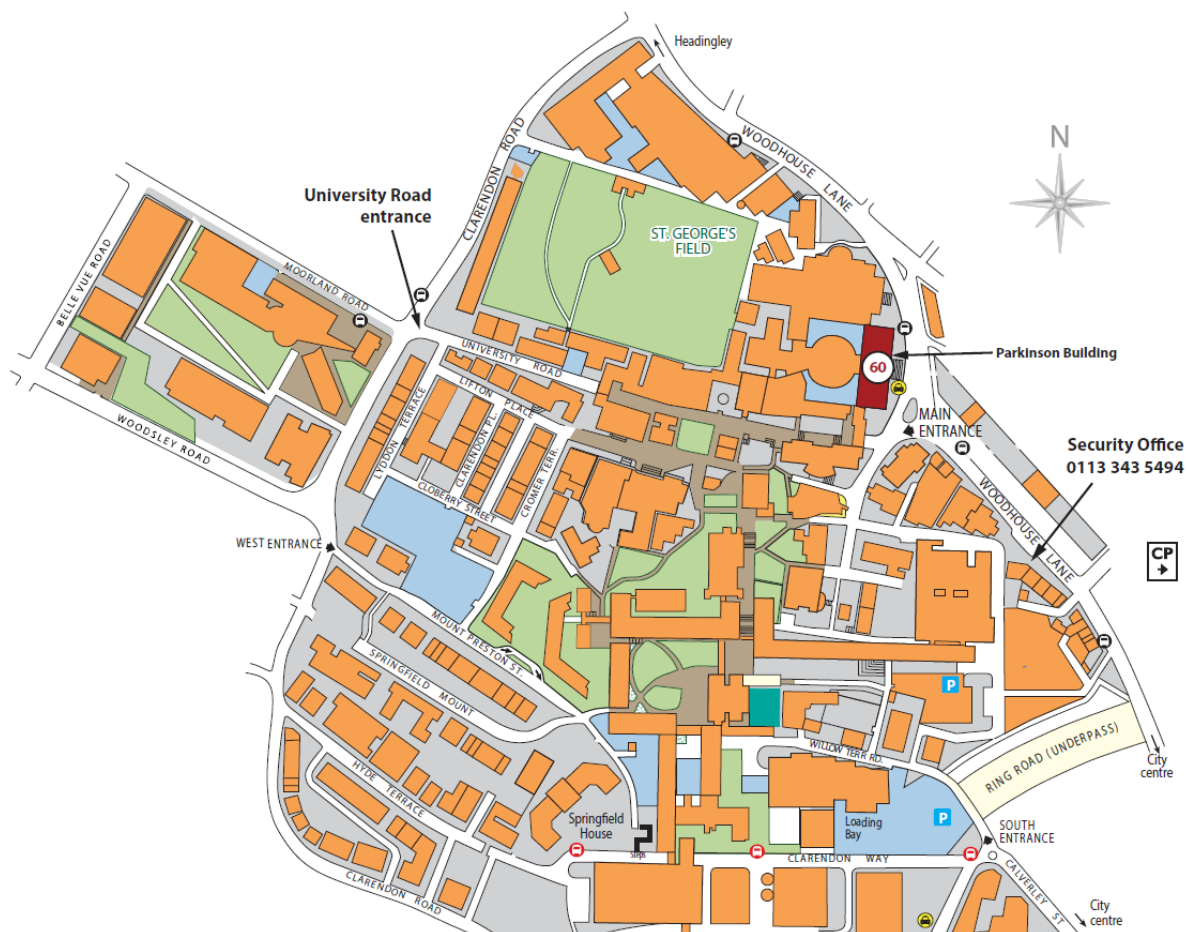
CANCELLATION POLICY

The vast majority of our outreach events are offered to schools free of charge and rely on the good will of academic staff and post graduate students who give their time voluntarily to prepare and deliver them.

Schools that cancel at short notice or bring significantly fewer pupils than booked, not only cause disruption and expense to the university, but also prevent other schools from attending. Please help us to continue to offer these events for free by considering how many spaces you can realistically fill and the procedures you are required to follow within your school when booking external events.

Schools that cancel at short notice or bring significantly fewer pupils than booked may be excluded from future events.

CAMPUS MAP



CODE OF CONDUCT

1. The school/college must provide an adequate number of staff on the day to ensure a reasonable level of supervision is maintained. We suggest one member of staff per 15 students for secondary schools and 1 member of staff per 10 for primary schools.
2. School/college staff will be expected to accompany students to all activities throughout the visit.
3. The discipline of students is the sole responsibility of the school/college staff at all times. Students who disrupt the event/activities provided by the University team may be excluded from the remaining activities of the day.
4. All students chosen to attend a University of Leeds event should be willing participants. Students shall be expected to stay for the duration of the event/activities.
5. The safety and well being of students on the journey to and from the University is the responsibility of the school/college. In situations where students have been requested to make their own way to the University and fail to attend, the University will not be held responsible and accepts no liability for their safety and welfare.
6. All students must receive an adequate briefing by a teacher beforehand to make them aware of the programme and what will be expected of them on the day.
7. The University is on a large campus and you may be required to walk up to five minutes to get to the workshop venue. Please ensure that all members of your group are wearing appropriate shoes and outerwear.
8. Open-toed shoes are not suitable for wearing in laboratories. Please ensure that all of your group are wearing sensible shoes if applicable.
9. If anyone in your group has special mobility or accessibility requirements, please inform us as soon as possible so that the appropriate arrangements can be made.
10. Photographs or filming may take place at the event. Permission to photograph or film any individual will be sought by the University of Leeds before the event.
11. Specific rules and regulations may be announced at the start of the event/activity and participants must comply with these. We respectfully ask you to obey all safety signs and warnings you may come across whilst on University premises. They must not be ignored and this is particularly important when it comes to any building work going on at the campus.
12. The University accepts no responsibility for loss or damage of property.

AFTER YOUR VISIT

We appreciate your feedback on our events and usually ask for an evaluation questionnaire to be completed by all students and teachers. If you have any other comments on the event, or suggestions for other activities you would like us to provide, please do not hesitate to contact us.