



## School Visits Guide

This Guide is for school groups where there are pupils aged 18 years or under. Before you come, please read this Guide and show it to all accompanying adults. It will help you and your group to make the most of your time here. We hope you enjoy your visit!

### Bookings

#### Is my booking confirmed?

A booking confirmation letter is sent via email. Please read it carefully, and if the details are not correct, telephone us immediately on 01223 35970.

#### What if I want to alter my booking?

Please telephone us on 01223 35970. Please note that any alterations must be made a minimum of 48 hours before the booking.

#### What if I have to cancel my booking?

Please telephone us on 01223 35970. Please note that any booked group giving less than 48 hours' notice of a cancellation, or failing to turn up, will be liable for the full costs of the booking.

### Preparation

#### How many adults should I bring to accompany our pupils?

- Tours groups: 1 adult per 12 passenger tours punt.
- Self-hire groups: 1 adult per 6 person self-hire punt or 4 person canoe, if pupils are under 16. For older groups we advise a ratio of 1 adult for every 2 self-hire craft.

#### What footwear is suitable for boating?

- Recommended: flat, rubber-soled shoes, such as deck-shoes, plimsolls or trainers.
- Not recommended: heels or platform shoes (as they compromise balance), leather soled shoes (as they offer poor grip if they come into contact with water) or flip-flops and sandals without a backstrap (as they can increase the risk of tripping accidents and expose feet to impact injuries).

## Are personal flotation devices available?

- Punting: life-jackets are available upon request. If any of your group need life-jackets please contact us in advance to advise us on numbers and the ages of the recipients.
- Canoeing: personal flotation devices must be worn by all canoe hirers and are supplied as standard, so there is no need to contact us in advance about your requirements. Both life-jackets (for non-swimmers) and personal buoyancy aids (for swimmers) are available.

## Risk assessment

Whilst we are able to provide a general risk assessment document for schools you are encouraged to carry out your own risk assessment, perhaps during a free teacher familiarisation visit. Please contact us if you would like to take up this offer.

## On The Day

### What if we arrive late?

We can only guarantee punts for 15 minutes beyond the agreed start time. Late arrival may lead to a further delay or a reduced timing for your booking. If you are delayed, please telephone us on 01223 359750 as soon as possible, so that we can try to reschedule your booking.

### Where should we bring our group to?

Please use the designated waiting area next to the punt station where your booking is scheduled:-

- Mill Lane stations: Laundress Green, opposite the Mill Pub, CB2 1RS.
- Quayside station: the Quayside pedestrian area, by our station, CB5 8AB.

The group leader should report to the punt station ticket office to announce the group's arrival, confirm numbers and, if applicable, submit any service vouchers. The Scudamore's cashier will then confirm when the group's punts are ready for boarding.

### What about toilets?

There are public toilets close to both of our sites:-

- Mill Lane stations: the toilets are on Silver Street Bridge.
- Quayside station: the toilets are on Quayside.

## **Scudamore's Rules**

### **Supervision**

During the visit teachers and adult helpers are responsible for their pupils at all times and must stay with their group.

### **Noise**

Noise levels should be kept to acceptable levels at all times. Groups making excessive noise may be spoken to by a member of Scudamore's staff.

### **Discipline**

Please ensure that all members of your group have been briefed to listen to any requests, instructions and safety information given by Scudamore's staff. If your pupils understand little English please ensure that a bilingual teacher or adult helper is on hand to translate.

### **Boarding**

When the boats are ready the group should be sent down to the station sub-divided into groups of 4 (self-hire canoes), 6 (self-hire punts) or 12 (tours punts).

Craft should only be boarded with the permission and assistance of Scudamore's staff.

### **Disembarking**

Groups should only disembark with the permission and assistance of Scudamore's staff.

Once disembarked, groups should move off station as quickly as possible for their own safety and to avoid blocking access areas.

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## **Contact Us**

Scudamore's Punting Company

Mill Lane station address: Granta Place, Mill Lane, Cambridge CB2 1RS

Quayside station address: Quayside, Bridge Street, Cambridge CB5 8AB

Telephone: 01223 359750

Email: [enquiries@scudamores.com](mailto:enquiries@scudamores.com)

Web: [www.scudamores.com](http://www.scudamores.com)