

SUFFOLK CRAFT SOCIETY

Schools Workshop Agreement

Name of School	
Address	
Postcode	
Telephone Email	
School Head	
Contact Teacher	

Name of Artist	
Address	
Postcode	
Telephone Email	

CRB checked The Government policy on this issue is – If a teacher is present at all times and has responsibility for the group, then it is up to each individual school to make a judgement as to whether they agree to allow artists to lead workshops. www.crb.gov.uk	Date

Permission requested that photographs of the event may be used in future publicity and that the information provided may be shared between partners delivering this activity	Signed

Place of workshop/s	
Start time of workshop/s	
End time of workshop/s	
Details of after school activities (if applicable)	
Name of workshop group	

Name of teacher in charge	
Number of pupils in workshop	
Details of parental involvement (if applicable)	
Supply of Materials	

Please give brief details of how this project fits with curriculum programme

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VERY IMPORTANT - PLEASE NOTE

Suffolk Craft Society requires that no workshop can take place without the presence of a qualified teacher being present and responsible for the pupils at all times. The teacher is also responsible for discipline within the group throughout the workshop activity. The artist is responsible for leading the workshop. It is expected that help will be given to the artist to clear up after workshop.

The purpose of this agreement is to ensure that both parties are happy and agree to the arrangements put in place. The signing of this document by both parties will hopefully act as a safeguard against misunderstandings that may occur during the partnership. We hope that the workshop experience will be enjoyable for all who take part.

Signed
Head of School

Date

Signed
Artist

Date