



## TERMS & CONDITIONS - Frequently Asked Questions

### About the Shows:

- How much does it all cost?
- Are there any discounts available on the fee?
- How do we pay?
- Is there a cancellation fee should we need to cancel?
- What happens if the pupils clearly don't enjoy the shows?
- What age pupils are your shows suitable for?
- Do you provide teachers' notes to support the shows?
- Are your shows suitable for adults, such as just teachers, parents and the general public?
- How many shows can we have in a whole day?
- How many shows can we have in a half-day?
- We are a small school with a limited budget. Can we share you and the costs with another nearby school?
- How much of a time gap do you need between shows?
- How long does it take you to set-up for the show, and then pull-down afterwards?
- Can we have different shows during one day?
- Do you offer after-school or evening sessions, such as for parents?
- How many pupils can we squeeze into each show?
- Where do you need to deliver your shows?
- Can you deliver shows in different rooms in the same day?
- Do you need a stage to 'perform' from?
- What equipment do you need us the venue to provide?
- Do you need a parking space for your car?
- Do you need staff present?
- Do you have insurance, risk assessments and have you been CRB checked?

### How much does it all cost?

My show day fees are £395 (plus travel & possible B&B) for a full day (of 2 or 3 shows), and £295 for a half day (of 1 or 2 shows).

The **travel charge** is usually based on **return** travel time/mileage from Bridge of Allan, Stirlingshire (where I live), currently calculated as 45p per mile. Sometimes I am able to share the travel cost with another school on an adjacent day if it is near to or on the way to or from your school.

Finally, the **overnight B&B accommodation** cost of £75 must be added for any show venues which take more than about 2 hours to drive to from my home. This may be avoided if you only want an afternoon half-day, provided the venue can be reached within about 3 hours that morning.

### Are there any discounts available on the fee?

If you book two or more days, then you will receive an automatic 10% discount on the total daily fee (not including travel and any B&B accommodation costs).

### How do we pay?

I will usually invoice you soon after the day by email for the full amount, preferably for payment within 28 days maximum. I can invoice in advance if need be. I do not require any booking deposit.

### Is there a cancellation fee should we need to cancel?

That depends on the circumstances. I would likely charge 50% on the daily fee should you cancel within a few days of the booking date, unless the circumstances are significant.

**What happens if the pupils clearly don't enjoy the shows?**

Then you don't pay – not a penny! You also get to keep any free teachers' resources, and I will also send you £100 worth of Dr Mark resources – which you can choose - free of charge as compensation. This is in accordance with my '100% NO FEE GUARANTEE', as described on my website and in my brochures.

**What age pupils are your shows suitable for?**

The science shows are mostly suitable and adaptable for pupils from age 4 to 14 upwards. The maths shows are mostly suitable and adaptable for pupils from age 5/6 to 14 upwards. I do vary the contents from time to time, so best contact me to confirm the age of your pupils. The contents of each show do not vary that much for each age group; rather it is the delivery, pitch and expectations that are adapted to each audience age range.

**Do you provide teachers' notes to support the shows?**

Yes. These are usually made available to you as downloads from my website, with user password access, albeit within a limited time period. These teachers' notes are usually taken from my published books and CDROMs, and have the same copyright and site licence applicable.

**Are your shows suitable for adults, such as just teachers, parents and the general public?**

Most definitely! Lots of educational fun and intrigue for one and all! I have done many after-school parents shows over the years.

**How many shows can we have in a whole day?**

You can have three shows of up to 60 minutes duration each, or two shows of up to 90 minutes duration each. I recommend shows for pupils age 4 to 6 years old to be no longer than about 45 minutes each.

**How many shows can we have in a half-day?**

You can have two shows of up to 60 minutes duration each, or one show of up to 90 minutes duration each. As stated above, I recommend shows for pupils age 4 to 6 years old to be no longer than about 45 minutes each.

**We are a small school with a limited budget. Can we share you and the costs with another nearby school?**

Yes. I am more than happy to spend the morning at one school and the afternoon at another nearby school, splitting the costs accordingly. However, in such a case I can usually only fit in one show at each school. If you want three shows, a possible alternative here is that I stay in the same school for the whole day, and you arrange for the other school to have its pupils come to you for one or more of the shows.

**How much of a time gap do you need between shows?**

If you are only having two shows in a half-day, then 15 minutes between each is fine. For a day of three shows, I usually prefer to do two shows in the morning and one in the afternoon after a lunch break. That said, I have sometimes delivered three shows in a row, though usually with a 30 minute gap between the second and third shows.

**How long does it take you to set-up for the show, and then pull-down afterwards?**

Most shows take about 30 to 45 minutes to set-up, and about 15 to 30 minutes to pull-down again. You need to factor this in for shows either side of a lunch break, where the room or hall is used for lunch. If the same shows are to be either side of lunch, and if the room or hall is used for lunch, then I can usually simply move the materials out of the way in about 5 or 10 minutes, often while the dinner staff are arranging the tables and chairs for their session. In such a case, I would usually need about 15 minutes to re-set the show again, though I can usually do this while the dinner staff are clearing away.

**How many pupils can we squeeze into each show?**

Bearing in mind that much of the contents of the shows are 'hand-held' demos, or projected on-screen, everything depends upon how well the pupils furthest from the front of the group can see. As rules of thumb, if the pupils are sitting on their bottoms on the floor, then I would recommend a maximum group size of between 60 and 90 pupils, possible going up to 120 pupils if need be. If the pupils are sitting on chairs, then I would recommend a maximum group size of between 60 and 90 pupils.

**Where do you need to deliver your shows?**

A hall or gymnasium are ideal, though a room big enough for the group size is also fine, such as a classroom or lab.

**Can you deliver shows in different rooms in the same day?**

Yes, but note that it does take time to set-up and pull-down a show, and this must be factored into your timetable of shows during the day should you want me to change rooms.

**Do you need a stage to 'perform' from?**

No. In fact, I prefer to stand and walk around down with the pupils, especially if they are sitting on their bottoms on the floor.

**Can we have different shows during one day?**

You can often have up to two different shows in any one day, though it does depend on what shows you are interested in, and the time gap between each show to allow for set-up and pull-down.

**Do you offer after-school or evening sessions, such as for parents?**

Yes. Though this will usually incur an additional charge of £150 for a show immediately after school hours and £225 for a show that starts an hour or more after school finishes.

**What equipment do you need us the venue to provide?**

For most of my shows I need an electricity source, a small table, a data projector and linked computer (with PowerPoint and Adobe Acrobat Reader), a screen, and an electrical extension lead. An overhead projector can also be useful for some shows, though only the type which is bottom-lit (from underneath the acetate plate) and which has a fold-down reflector arm. I can provide all of these but it helps me tremendously if the venue can provide as much as possible. You will need to tell me if you can't provide any of the equipment listed so that I can bring my own. It is also useful if the room can be darkened slightly, even just with curtains, to make it easier to view the screen.

**Do you need a parking space for your car?**

Most definitely YES! I must have a 100% guaranteed parking space available while I am with you, preferably as near to the building as possible to make it easier to unload my equipment. Please also note that the vehicle I usually drive is about 2 metres, or 6 ft 6 inches high, and so I am unable to park in some covered or multi-storey parking areas. There is absolutely no way that I can take any bookings without such a guaranteed parking space. Please note that, in the past, some city-based clients have asked me to park in a public metered parking bay in the road outside. As a general rule, I am unable to use these as they are not guaranteed, usually require revisits during the day to top up the parking fees, and usually don't allow the same car to park for more than a limited time period.

**Do you need staff present?**

Most definitely! I insist on at least two or more staff being present AT ALL TIMES, mainly to be there should any emergency arise, and to deal swiftly with any pupils who are being disruptive in any way.

**Do you have insurance, risk assessments and have you been CRB checked?**

Yes. You can download details of my Public Liability insurance, Risk Assessments and CRB Enhanced Disclosure directly from the 'Additional Information' button on my website.

## About the Teachers' CPD/INSET:

- How much does it all cost?
- Are there any discounts available on the fee?
- How do we pay?
- Is there a cancellation fee should we need to cancel?
- What happens if the teaching staff don't find the CPD session generally enjoyable and useful?
- What age-range of pupils are your teachers' CPD days suitable for?
- Do you provide teachers' notes to support the CPD?
- We are a small school with a limited budget. Can we share you and the costs with another nearby school?
- How long does it take you to set-up for the CPD sessions, and then pull-down afterwards?
- Can we have two different CPD sessions, such as INPIREscience and INSPIREmaths, during one whole day?
- How many teaching staff can we squeeze into the event?
- Where do you need to deliver your shows?
- What equipment do you need us the venue to provide?
- Do you need a parking space for your car?
- Do you have insurance, risk assessments and have you been CRB checked?

### How much does it all cost?

From September 2008, my teachers' CPD/INSET fees are as follows:

**Option 1: Staff CPD Full Day** (for 4 to 5 hours contact) = **£595** (plus travel & possible B&B)

**Option 2a: Extended Pupils' & Staff CPD day** (a day of two or three shows with the pupils, followed by a short teachers' twilight session for up to about 1 hour) = **£545** (plus travel & possible B&B)

**Option 2b: Extended Pupils' & Staff CPD day** (a day of two or three shows with the pupils, followed by a teachers' twilight session for up to about 2 hours) = **£645** (plus travel & possible B&B)

**Option 3: Staff CPD Half Day or Twilight Session** (for 2 or 3 hours contact) = **£395** (plus travel & possible B&B)

The **travel charge** is usually based on **return** travel time/mileage from Bridge of Allan, Stirlingshire (where I live), currently calculated as 45p per mile. Sometimes I am able to share the travel cost with another school on an adjacent day if it is near to or on the way to or from your school.

Finally, the **overnight B&B accommodation** cost of £75 must be added for any show venues which take more than about 2 hours to drive to from my home. This may be avoided if you only want an afternoon half-day, provided the venue can be reached within about 3 hours that morning.

### Are there any discounts available on the fee?

If you book two or more days, then you will receive an automatic 10% discount on the total daily fee (not including travel and any B&B accommodation costs).

### How do we pay?

I will usually invoice you on the day or soon after for the full amount, preferably for payment within 28 days maximum. I can invoice in advance if need be. I do not require any booking deposit.

### Is there a cancellation fee should we need to cancel?

That depends on the circumstances. I would likely charge 50% on the daily fee should you cancel within a few days of the booking date, unless the circumstances are significant.

### What happens if the teaching staff don't find the CPD session generally enjoyable and useful?

Then you don't pay – not a penny! You also get to keep any free teachers' resources, and I will also send you £100 worth of my Dr Mark resources – which you can choose - free of charge as compensation. This is in accordance with my '**100% NO FEE GUARANTEE**', as described on my website and in my brochures.

### What age-range of pupils are your teachers' CPD days suitable for?

Most of the material in the INSPIREscience™ CPD is useful and adaptable for teachers' of pupils from age 3 or 4 up to 14 and beyond. Most of the material in the INSPIREmaths™ CPD is useful for teachers' of pupils from age 3 or 4 up to 14 and beyond. You will need to confirm with me the age of your pupils for any such CPD day or session.

**Do you provide teachers' notes to support the CPD?**

Yes. The booking fee includes a free set of my science or maths books/CDROMs worth about £100. Additional sets of resources can be ordered and purchased at a discounted rate.

**We are a small school with a limited budget. Can we share you and the costs with another nearby school?**

Yes. For example, for a whole day booking I am more than happy to spend the morning at one school and the afternoon at another nearby school, splitting the costs accordingly. Alternatively, you could invite the staff from one or more other nearby schools to come to your school for the whole day, or half day or twilight session. Note here though that any additional schools will need to purchase the teachers' resources for the reduced fee of £55 per set.

**How long does it take you to set-up for the CPD sessions, and then pull-down afterwards?**

Most CPD days take about 45 to 60 minutes to set-up, and about 15 to 30 minutes to pull-down again.

**Can we have two different CPD sessions, such as INPIREscience™ and INSPIREmaths™, during one whole day?**

Yes.

**How many teaching staff can we squeeze into the event?**

For whole day events, which include a good amount of hands-on activities for the teachers, you are looking at a maximum group size of about 35 staff. For half-day or twilight sessions, which are more 'show and tell' demos, then up to about 60 staff is fine. The important thing to note here with larger groups is how well the teachers at the back can see the projector screen at the front, and me holding up my various pieces of science or maths equipment.

**Where do you need to deliver your CPD sessions?**

A hall is ideal, though a room big enough for the group size is also fine, such as a classroom, staffroom or lab. For a whole day of hands-on activities, I suggest having the teachers sat at tables facing the front of the room, where I mostly work from. For half-day or twilight demo sessions, rows of chairs work well.

**What equipment do you need us the venue to provide?**

As well as chairs and maybe tables for the staff, I need an electricity source, a small table, a data projector and linked computer (with PowerPoint and Adobe Acrobat Reader), a screen, and an electrical extension lead. An overhead projector can also be useful for some shows, though only the type which is bottom-lit (from underneath the acetate plate) and which has a fold-down reflector arm. I can provide all of these but it helps me tremendously if the venue can provide as much as possible. You will need to tell me if you can't provide any of the equipment listed so that I can bring my own. It is also useful if the room can be darkened slightly, even just with curtains, to make it easier to view the screen.

**Do you need a parking space for your car?**

Most definitely YES! I must have a 100% guaranteed parking space available while I am with you, preferably as near to the building as possible to make it easier to unload my equipment. Please also note that the vehicle I usually drive is about 2 metres, or 6 ft 6 inches high, and so I am unable to park in some covered or multi-storey parking areas. There is absolutely no way that I can take any bookings without such a guaranteed parking space. Please note that, in the past, some city-based clients have asked me to park in a public metered parking bay in the road outside. As a general rule, I am unable to use these as they are not guaranteed, usually require revisits during the day to top up the parking fees, and usually don't allow the same car to park for more than a limited time period.

**Do you have insurance, risk assessments and have you been CRB checked?**

Yes. You can download details of my Public Liability insurance, Risk Assessments and CRB Enhanced Disclosure directly from the 'Additional Information' button on my website.

**Dr Mark Biddiss**

September 2013