

# LEAD TEACHER CHECKLIST

**IMPORTANT:** Please ensure the teacher visiting on the trip has this checklist ASAP

## BEFORE I PAY

- Check your booking confirmation email is correct. You can amend booking details at any time before payment by calling 0871 423 2110\* or by speaking to the Education Team.
- Make payment at least 10 days before your trip, we accept postal cheque, BACS transfer and card payment over the phone. Please call 03333 212 001 to speak directly to our payments team. Download your BACS form [here](#).

## BEFORE MY VISIT

- Arrange your free planning trip for two. You can use your paid booking confirmation as proof of booking.
- Download your free risk assessment by clicking [here](#), and public liability document [here](#).
- Our **Education team** will confirm your arrival time, allocated lunch time slot, and any workshop/tour times (if booked) approximately a week before your visit date by email. Remember: Please bring this email with you on the day as it's also your ticket!
- Check talks and feeding times by clicking [here](#).
- Check parking and directions by clicking [here](#).
- Remember: You can ask a member of staff upon arrival to print a VAT receipt if required.

## AFTER MY VISIT

- If you didn't collect a VAT receipt during your visit, you can still request one by calling 03333 212 001. This will be posted out to you within 7-10 days.
- Complete our [feedback form](#) so we can hear all about your time with us!

If you require further information, please check the **FAQ's** or email the Education Team at [SEALIFEBirmingham.Schools@merlinentertainments.biz](mailto:SEALIFEBirmingham.Schools@merlinentertainments.biz)

\* Calls will be charged from 13p per minute plus network extras.

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Resources and attraction map can be downloaded from our website.

Talks and feeding times are subject to closures.

