Contents

Welcome 3
‘Ocean Literacy’ for all 4
Aquarium Exhibits & Learning Spaces 5
  The Exhibits 5
  The Learning Centre 5
Designing Your Day: Entry Options 6
  Option 1: Self-Guided ‘Explorer’ Visit 6
  Option 2: Interactive Visit 6
Structuring your day 7
Active Key Stage Matrix 7
  Careers Tour (KS2) 8
  Interactive Tour (KS1 & KS2) 8
  Observational Drawing Tour (KS2) 9
  Toddler Tour (EYFS) 9
  Climate Conundrum (KS2) 10
  Creature Creations (EYFS & KS1) 10
  Habitat Hats (EYFS & KS1) 11
  Inventafish (KS2) 11
  Meet the Mermaid (EYFS & KS1) 12
  Ocean Orator (KS2) 12
  Ocean Scientist (KS1) 13
  Plastic Seas (KS1 & KS2) 13
  Shark Hoist (KS2) 14
  Under the Knife (KS2) 14
  Underwater Evolution (KS2) 15
  Marine Park Adventures (KS2) 15
  Plymouth Sound Navigator (KS1 & KS2) 16
  Rockpool Safari (KS1 & KS2) 16
Programme Prices 17
Planning your visit 18
Booking your visit 20
Amending and cancelling your visit 20
Welcome

We are the Ocean Conservation Trust. A global charity that exists to protect and restore the Ocean. Our work – which began in 1998 – is centred around people and positive action through pro-Ocean behaviour and habitat restoration. We believe that when people feel an emotional connection with nature, they are more likely to protect and support its future. That is why our aim is to change behaviour by making the Ocean meaningful to as many people as possible.

The National Marine Aquarium (NMA), situated in the city of Plymouth, is the home of the Ocean Conservation Trust (OCT) and sits on the shores of the Plymouth Sound National Marine Park. It is the largest Aquarium in the UK, home to over 5,000 marine animals and is visited by around 300,000 people per year! It’s also where much of our wonderful activities take place.

This OCT School Visits guide describes our Ocean-linked activities that are available to EYF, KS1 and KS2 students at the National Marine Aquarium. It features full session descriptions of our suite of 90-minute workshops and 90-minute interactive tours. Each activity is based on a different marine topic, tailored around a set of learning outcomes, and is linked to the National and EYFS curriculums.

We believe that everyone, everywhere is connected to the Ocean. It is our hope that you will find the activities described in this document to be valuable tools in your role as an educator, whatever subject you teach or age of your students, and we look forward to working with you soon.

Sincerely,

The OCT Learning Team
Creating an ‘Ocean Literate’ Generation

The Ocean is the largest living space on the planet and sustains countless plants and animals in a wide variety of habitats. Scientists all over the world are increasingly beginning to understand the role that the Ocean plays in keeping our planet, and its inhabitants alive and healthy. In fact, it is considered so important to the health of the planet that the United Nations have declared 2021 – 2030 as the ‘Decade of Ocean Science for Sustainable Development’.

Did you know:
• The Earth has one big Ocean with many features?
• The Ocean and life in the Ocean shape the features of Earth?
• The Ocean is a major influence on weather and climate?
• The Ocean makes the Earth habitable?
• The Ocean supports a great diversity of life and ecosystems?
• The Ocean and humans are inextricably interconnected?
• The Ocean is largely unexplored?

The seven statements above are known as the ‘Ocean Literacy Principles’. These seven principles, along with the more detailed breakdowns of each are considered the foundation of an...

“Understanding of the Ocean’s influence on us, and our influence on the Ocean”

All our activities make important links to a variety of Ocean Literacy Principles, to ensure that participants gain an understanding of how we are all connected to our one beautiful Ocean.
Aquarium Exhibits & Learning Spaces

The Exhibits

Our Aquarium is split into different zones. Each exhibit zone has been themed to reflect a different part of the Ocean, and the animals that are found within it. Pupils will encounter rockpool creatures found along the British Coasts, mesmerising Ocean drifters, and an array of vibrant fish that can be found in the Great Barrier Reef. They will even see a variety of large sharks and our resident turtle, who inhabit the largest tank in the United Kingdom!

The Learning Centre

Welcome to our Aquarium’s Learning Centre, a dynamic hub for oceanic education and exploration. Designed to accommodate up to 200 pupils, our facility is divided into specialized spaces, each tailored to facilitate unique learning experiences. From immersive science experiments in the Aqualab, to captivating STEM presentations in our Aqua Theatre, pupils are engaged and inspired. The Coral Reef Room offers a versatile environment for workshops and sessions, while Deck 5 provides expansive views of Plymouth Sound for larger events and functions. Outside, the Sea-cret Garden invites pupils to have a lunch break and unwind amidst nature, overlooking Plymouth Sound National Marine Park!

Just like our exhibits, our learning spaces are designed to inspire curiosity and exploration.
Designing Your Day: Entry Options

Option 1: Self-Guided ‘Explorer' Visit

£5.50 per student

An Explorer visit to the National Marine Aquarium allows your students to discover the wonders of the Ocean for themselves, focusing on their favourite animals and exhibits.

Included in your experience:

- Entry between 10am and 4pm.
- Full access to all aquarium exhibit areas. We have a team of Ocean Discovery Rangers who will be happy to educate and engage your students during your visit.
- Optional bag storage and lunch space available on request (depending on availability)

Option 2: Interactive Visit

£8.00 per student

With this package, you will have a Schools Officer with you for the whole day. You will choose:

- One 90-minute tour
- One 90-minute workshop of your choice

Activities can be shortened for younger visitors.

We have a variety of tours and workshops to choose from, all of which are linked to the National Curriculum and can be tailored to meet the needs of your students. Outdoor Learning workshops are also available, which can be delivered on a local beach or even on a boat!

Included in your experience:

- Entry between 10am and 4pm.
- Full access to all aquarium exhibit areas.
- Guaranteed lunch space and bag storage facilities.
- A choice of 90-minute tour and 90-minute workshop
- Opportunity for self-led exploration after your activities have finished (time-permitting)
- Your own OCT Schools Officer guide for the day to help with all aspects of your visit.

Timings and order of activities will depend on your arrival/departure times, and availability of our Learning Centre spaces. Please see an example timetable on the next page:
Structuring your day

Timings and order of activities will depend on your arrival/departure times, and availability of our Learning Centre spaces. Please see an example timetable below:

<table>
<thead>
<tr>
<th>Class 1</th>
<th>10:00</th>
<th>10:30 - 12:00</th>
<th>12:00 - 12:30</th>
<th>12:30 - 14:00</th>
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<tbody>
<tr>
<td>Arrival &amp; Introduction</td>
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<td>Tour</td>
<td>Lunch</td>
<td>Workshop</td>
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<tr>
<td>Class 2</td>
<td></td>
<td>Tour</td>
<td>Lunch</td>
<td>Workshop</td>
</tr>
<tr>
<td>Arrival &amp; Introduction</td>
<td></td>
<td>Workshop</td>
<td>Lunch</td>
<td>Tour</td>
</tr>
</tbody>
</table>

Activity Key Stage matrix

This table displays the Interactive Tours and Workshops according to their target key stage:

<table>
<thead>
<tr>
<th>Activities</th>
<th>EYFS</th>
<th>Key Stage One</th>
<th>Key Stage Two</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YEAR 1</td>
<td>YEAR 2</td>
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<tr>
<td><strong>Aquarium Exhibit Tours</strong></td>
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<tr>
<td>Careers Tour *</td>
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<td>Interactive Tour</td>
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<td>Observational Drawing</td>
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<td>Toddler Tour</td>
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<td><strong>Aquarium Workshops</strong></td>
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<td>Climate Conundrum</td>
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<td>Creature Creations</td>
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<td>Habitat Hats</td>
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<td>Inventafish</td>
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<td>Underwater Evolution</td>
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<td><strong>Outdoor Workshops</strong></td>
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<tr>
<td>Marine Park Adventures++</td>
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<tr>
<td>Plymouth Sound Navigator ++</td>
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<tr>
<td>Rockpool Safari (outdoors) +</td>
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* Premium sessions subject to an additional fee.
+ Seasonal restrictions apply and may be affected by tide times.
Careers Tour (KS2)

Session Overview:
This tour focuses on the range of job roles available at the Aquarium, inspiring students to consider their future career options. One of our Schools Officers will take your students on a fully guided tour of the working areas of the Aquarium, including the top of some of our most impressive exhibits and the offices of staff such as our CEO, finance, and marketing departments. Along the way, students will have the chance to hear directly from marine biologists, science communicators, retail and catering professionals, heads of department and seasonal staff to build a comprehensive picture of the many roles and skill-sets found within this vibrant and dynamic STEM facility.

COMMON TOPICS AND THEMES:
- STEM
- Careers
- Animal Care
- Marketing
- Workplace Skillsets
- Marine Biology
- Engineering
- Finance
- Environmentalism

Interactive Tour (KS1 & KS2)

Session Overview:
Take your students on an immersive under-water adventure as they journey across the world’s Oceans! Your own personal tour guide will reveal a range of fascinating, weird and wonderful facts about our Ocean creatures, answering any questions your students might have along the way. Students will practise self-led learning as they work together to complete fun challenges whilst exploring the exhibits, before gathering round for curriculum-linked discussions about their observations. Our Interactive Tours can be tailored to cover a range of topics to suit the learning needs of your students.

COMMON TOPICS AND THEMES:
- Ecosystems
- Adaptations
- Evolution
- Classification
- Species ID
- Food Chains
- Overfishing
- Pollution
- Climate Change
**Observational Drawing Tour (KS2)**

**Session Overview:**
Our Observational Drawing tour will give your students the opportunity to practice a range of observational drawing techniques as they are guided through the Aquarium exhibits by one of our dedicated Schools Officers. Your students will have access to a range of media throughout their tour and will be challenged to use a different technique at each exhibit, from contour drawing to continuous line drawing and shading. This hands-on observational drawing tour allows students to make full practical use of their sketchbooks as they immerse themselves in the inspiring world of aquatic life.

**COMMON TOPICS AND THEMES:**
- Depth Representation.
- Shading Techniques.
- Contour Drawing.
- Repeating Patterns.
- Colour Extraction.
- Fine Focus Work.

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**Toddler Tour (EYFS)**

**Session Overview:**
Your students will be taken on an interactive underwater adventure as they explore the Aquarium in search of their favourite Ocean creatures! The Toddler Tour lasts for 1 hour, and is packed with sensory experiences and hands-on challenges, keeping your pupils engaged throughout. Following your tour, you will be given access to a private room in the Learning Centre furnished with a range of age-appropriate games and activities, including the use of ‘spotter’ materials and other learning aids which can also be used in the Plymouth Sound Rockpool exhibit, immediately adjacent to the Learning Centre.

**COMMON TOPICS AND THEMES:**
- Movement.
- Colours, Shapes & Patterns.
- Counting.
- Camouflage.
- Naming.
- Body form & function.
Climate Conundrum (KS2)

Session Overview:
Students will begin by examining real coral colony skeletons, identifying their key features, and sharing their observations. Students will move onto learning about coral reproduction before grouping the coral skeletons using a classification key. Following this, students will locate on a map where corals can be found and learn about the impact of Ocean acidification by conducting some practical experiments. The session will conclude with a sensitive discussion on how we can reduce our carbon footprints, leaving students feeling inspired to make a difference.

LEARNING OUTCOMES:
(Following this session your students will be able to...)
- Classify coral skeletons by using a dichotomous key.
- Understand how carbon dioxide affects coral reefs.
- Explain how we can impact climate change through our actions at home.

Creature Creations (EYFS & KS1)

Session Overview:
In this arts and craft workshop, your students will draw inspiration from their journey around the Aquarium exhibits to make their very own sea creature! They will examine the body form and function of different types of sea animals, identifying their similarities and differences before choosing one to create. Students will use paper plates and a variety of decorative materials, being encouraged to think about colours, patterns, and how their creature is suited to their Ocean habitat. The session will end with a show and tell session, so students can talk about their creations with their peers and solidify their learning.

LEARNING OUTCOMES:
(Following this session your students will be able to...)
- Name a variety of sea creatures.
- Identify the similarities and differences between a fish and a mammal.
- Talk about the features of different sea creatures with their peers.
Habitat Hats (EYFS & KS1)

Session Overview:
Students will start by discussing the range of habitats they observed in the Aquarium and how they provide animals with what they need to survive. They will then design their chosen habitat on a head band using a range of different texture boards and crayons before creating their own animals to add onto their work. Students will be encouraged to think about how these creatures are suited to their habitat throughout the workshop. Students will then have the option of adding any additional decorations from our range of recycled craft materials.

Learning Outcomes:
(Following this session your students will be able to...)
- Compare and contrast habitats which can be found under the sea.
- Describe how animals are suited to different marine environments.
- Select and use appropriate materials to represent different marine habitats.

Inventafish (KS2)

Session Overview:
Students will begin this immersive workshop by exploring the adaptations of a variety of sea creatures, examining a range of Ocean artefacts such as turtle shells, baleen plates and shark jaws. Students will then be challenged to design their own perfectly adapted sea-creatures! They will use an array of recycled materials to bring their design to life and will be encouraged to annotate their work to explain their thought processes. The session will end with the students presenting their work to their peers.

Learning Outcomes:
(Following this session your students will be able to...)
- Describe challenges of living in the marine environment.
- Explain how animals are adapted to their environment using scientific terminology.
- Creatively apply their knowledge to design their own imaginary sea creature.
Meet the Mermaid (EYFS & KS1)

Session Overview:
This magical workshop will involve your students having a real-life encounter with one of our resident mermaids! Your students will hear about her fishy friends before being shown some real Ocean treasures, such as shells and mermaid’s purses. When it comes to story time, you can choose from a collection of Ocean-themed tales, with the mermaid’s questioning allowing students to develop their comprehension, speaking, and listening skills. Students will then be tasked with designing their own mermaid character before showing their work to their peers, telling them all about their life under the sea!

LEARNING OUTCOMES:
(Following this session your students will be able to…)

• Describe the texture, shape, weight, and size of Ocean specimens using adjectives.
• Anticipate what will happen in a story that is read to them.
• Design a character and describe them to their peers using a range of vocabulary.

Ocean Orator (KS2)

Session Overview:
This interactive literacy workshop begins with students taking part in creative activities to help them develop their presentation and public speaking skills. They will then be presented with a wardrobe of props and costumes before being challenged to come up with conservation themed presentations, news broadcasts, music videos and interviews, with the aim of performing them in our Aqua theatre. There is also an option for the performances to be filmed, and a private live-stream link can be made available to your school!

LEARNING OUTCOMES:
(Following this session your students will be able to…)

• Effectively use key public speaking techniques.
• Talk confidently about an Ocean conservation issue.
• Describe at least one pro-Ocean behaviour that can have a positive effect on Ocean health.
Ocean Scientist (KS1)

Session Overview:
This workshop is the perfect introduction to Marine Science! Your students will start by conducting an experiment on the qualities of sea water, and through doing so, will learn about the relationship between salt and buoyancy. Students will then investigate a variety of real Ocean specimens, including mermaid’s purses and turtle shells. They will discuss what animal they are from, and how they allow them to survive in the Ocean. The final challenge will be a fun filled practical exploration of the feeding techniques used by creatures who feed on plankton, allowing students to consider their importance in our Ocean.

Learning Outcomes:
(Following this session your students will be able to...)
- Conduct simple investigations and predict outcomes.
- Give examples of how a variety of marine animals are suited to their Ocean habitat.
- Describe the feeding techniques of different types of sea creatures.

Plastic Seas (KS1 & KS2)

Session Overview:
Your students will begin by discussing the role of a Marine Biologist, before handling a variety of real Ocean artefacts including shark jaws and whale bones. After a discussion about which animals they are from and how they are adapted to survive, they will be given the recreated stomach contents of a whale and asked to classify their findings. This will include organic material such as fish and squid, as well as plastic waste from a recent beach clean. Following an interactive activity on how plastic makes its way into the food chain, students will discuss how to combat plastic pollution and make Ocean-positive choices.

Learning Outcomes:
(Following this session your students will be able to...)
- Represent predator/prey relationships in a food chain.
- Recognise how plastic pollution can harm marine animals.
- Discuss ways that individuals can act to combat plastic pollution in the Ocean.
Shark Hoist (KS2)

Session Overview:
Your students will begin by discussing the important roles and responsibilities of Aquarium engineers and marine biologists. The challenge that follows is to create stretchers suitable for a hammerhead shark, using a range of building materials and a winch. Their aim is to design a system that can safely hoist the weighted hammerhead shark toy two meters off the ground! Once finalised, each group will have the opportunity to investigate each other’s designs and offer constructive feedback, before putting their hoists to the test!

LEARNING OUTCOMES:
(Following this session your students will be able to...)
• Identify the roles & responsibilities of Aquarium Engineers and Marine Biologists.
• Work as a team to respond to a design brief.
• Examine peers’ designs and discuss strengths and weakness of their own and others work.

Under the Knife (KS3+)

Session Overview:
This guided dissection workshop gives students an opportunity to gain an in depth understanding of the biology, anatomy, and behaviour of a squid. The students will begin by discussing what they know about squid, before identifying the key parts of the body and what they are used for. Through a process of sequential dissection, observation and comparison, students will identify organs widely found across the animal kingdom and explore the role and function of a range of features unique to cephalopods.

LEARNING OUTCOMES:
(Following this session your students will be able to...)
• Recognise the moral implications of carrying out a dissection.
• Identify key anatomical features of a squid and compare to humans.
• Locate and explain the function of the respiratory, circulatory, and digestive systems.
**Marine Park Adventures (KS2)**

**Session Overview:**
In Partnership with Silverline boat tour operators, the group will take a one-hour trip around the National Marine Park onboard Silver Crest. The tour includes spectacular views back towards the city of Plymouth and passes Jennycliff, the breakwater, and historic Drake’s Island. Along the way, students will use scientific equipment to conduct citizen science research about Plymouth Sound, the UK's first ever National Marine Park. Students will also haul up one of our pre-set crab pots, giving them the opportunity to get a close-up look at the amazing marine life living on the seafloor!

**Learning Outcomes:**
*(Following this session your students will be able to...)*
- Understand the value of the first National Marine Park.
- Use a selection of scientific equipment appropriately, to collect data and record findings.
- Explain the important role plankton plays within the food chain.

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**Underwater Evolution (KS2)**

**Session Overview:**
The best learning is fun learning, and this workshop is one of our most enjoyable for teachers and students alike. The session begins with a simple introduction to essential evolution-linked terminology, including adaptation, inheritance, variation, and natural selection. Participants will then be taken on a journey from the origins of life on earth all the way through to the modern age. Pencils and dice in hand, students will track and document the evolution of their own single celled organisms, but who will make it to the modern age, and what new challenges await in an uncertain future?

**Learning Outcomes:**
*(Following this session your students will be able to...)*
- Define key terminology used in the study of evolution.
- Explain the process of natural selection and how it drives evolution.
- Talk about how environmental change poses a threat to species in the Ocean.
Rockpool Safari (KS1 & KS2)

Session Overview:
This immersive workshop is a fantastic way for students to discover the many plants and animals that can be found in the rock pools along the shoreline. Taking place at Mount Batten beach, students will learn all about how rock pool creatures are suited to living in a constantly changing environment. Participants will learn the best spots to look out for crabs, anemones, and starfish in their natural habitat, whilst gaining an understanding of the rockpool code. No trip to the beach would be complete without a discussion on the importance of looking after our Ocean, and some inspiration on how we can help.

LEARNING OUTCOMES:
(Following this session your students will be able to...)

• Understand and apply the Rockpool Code.
• Safely navigate rockpool environments.
• Find, identify, and appropriately handle a range of rockpool animals.

Plymouth Sound Navigator (KS1 & KS2)

Session Overview:
On their intrepid boat trip, students will practice their map skills as they navigate Plymouth Sound. By exploring the coastline’s key features and landmarks, students will develop their understanding of the Sound’s physical formation and how this has shaped the history and modern day of Plymouth and the surrounding areas. Particular attention will be paid to the Victorian Era through the story of Charles Darwin and the use of historical sources. No journey in Darwin’s footsteps would be complete without seeing some wildlife, so binoculars are issued as standard, and we’ll make a special stop to pull up a lobster pot from beneath the waves for a chance to get a close-up look at some fascinating crustaceans!

LEARNING OUTCOMES:
(Following this session your students will be able to...)

• Describe the achievements of famous naturalist Charles Darwin.
• Use geographical vocabulary to explain the natural features of Plymouth Sound.
• Identify key historical landmarks and their significance.
Programme Prices

Please note that we have a minimum spend policy we must adhere to. All educational groups will be charged for the equivalent of 12 students taking part.

<table>
<thead>
<tr>
<th>Activity option</th>
<th>Cost (all prices are inclusive of VAT)</th>
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</thead>
<tbody>
<tr>
<td><strong>Explorer Visit</strong></td>
<td></td>
</tr>
<tr>
<td>Aquarium entry only</td>
<td>£5.50 per student (inc. VAT)</td>
</tr>
</tbody>
</table>

**Interactive Visit**
Includes Aquarium entry, 1 tour and 1 workshop.

Choose from:

* 1.5 hour Tour
  • Careers Tour*
  • Interactive Tour
  • Observational Drawing Tour
  • Toddler Tour

+ 1.5 hour Workshop
  • Indoor
  • Creature Creations
  • Climate Conundrum
  • Energy Investigators
  • Habitat Hats
  • Inventafish
  • Meet the Mermaid
  • Ocean Scientist
  • Ocean Orator
  • Plastic Seas
  • Shark Hoist
  • Under the Knife
  • Underwater Evolution
  • Energy Investigators

- £8 per student (inc. VAT)

* Premium Tour + £1.50 per student (inc. VAT)

** Premium Workshop with Silverline Boat Trips (Subject to tide & visit times) + £115 per class (for up to 40 students and staff) (inc. VAT)

* Premium Tour

** Premium Workshop with Silverline Boat Trips (Subject to tide & visit times)

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**EYFS/KS1:** Groups may bring one free adult for every three students. **KS2:** Groups may bring one free adult for every seven students. Adults providing 1:1 support may also enter for free. Additional adults are welcome for £6.50 each.
Planning your visit

- **Opening Times:** The Aquarium is open from 10am-5pm (last entry is at 4pm). School visitors are welcome to arrive and depart whenever they wish within this time frame. However, most schools plan to arrive around 10am and depart at 2 30pm.

- **Seasonal visits:** The Aquarium is open to school visitors all year, including school holidays. Please note that some interactive elements are only available on weekdays during term-time. As a rule of thumb, the summer term (May – July) is our peak period.

- **Payment:** If paying by invoice, it will be sent out from our Finance Office after your visit. If paying on the day we take cash, cards (in person) or cheques. Cheques should be made payable to the Ocean Conservation Trust Ltd. Students with Aquarium Membership or Day Plus Passes will still be required to pay the fee for an educational visit. This is to cover Aquarium staff time and to pay for resources used by the students.

- **Getting here & parking:**

  - **Coach Drop off & Pick up:** There is a coach drop off point at the back of the building. Coaches should only use this space for dropping and picking up. Please make sure your coach company is aware that they are unable to park at the back of the building. If you need any information on where coaches can park in the local area, please email us and we will be happy to help.

  - **Disabled Parking:** We have 3 disabled parking spaces at the back of the aquarium that can hold minibuses (satnav postcode PL40DX). These are available on a first come first served basis, but users must display a valid blue badge.

  - **Parking Cars & Minibuses:** Please note the Aquarium does not have its own car park. The nearest car parks are the Harbour multi story car park at Coxsie (height restrictions apply), and the Lockyer’s Quay pub car park (no height restrictions apply). Please check directly with Premier Inn to confirm permission for Lockyer’s Quay car park. They are directly behind the National Marine Aquarium with a 2-minute walk to the entrance.

**Premier Inn:**

- Up to 3 hours – £2.00. Up to 4 hours – £4.00. Up to 5 hours – £5.50. Up to 6 hours – £7.00. Payment to be made at kiosk on exit. Pay by Phone options available.

**Harbour:**

- Up to 3 hours – £5.50. Up to 6 hours – £8.50. Up to 12 hours – £10.00. Pay at machine on arrival. Pay by Phone options available.

Parking prices are subject to change and up to date details can be found here: https://en.parkopedia.co.uk/parking/near/sutton-harbour-marina
• **Arrival:** The entrance is located at the front of the building. If parking at the rear, please follow signs to the main doors and ticketing area. Please report the front desk and inform them of how many students/adults are in your group. A member of staff will greet you and talk you through your day.

• **Photography:** We welcome cameras in the Aquarium. However, flash photography is not permitted.

• **Gift Shop:** You are welcome to visit the gift shop in small, supervised groups. Please ask members of staff for guidance should you wish to enter the shop during your visit.

• **Risk Management:** Our generic Risk Assessment is available for download on our website. It will also be emailed to you as part of the booking process.

• **Accessibility:** The Aquarium has ramps/lifts for individuals using wheelchairs, and accessible toilets at a variety of locations. Please note that we do not have hoists or adult changing facilities available. If you wish to book a workshop that takes place on a boat or beach, there will not be wheelchair access.

• **What to bring:** We recommend you bring your own lunches, although refreshments are available in our café for smaller groups. As your visit will involve a walk from your transport to the Aquarium entrance, and your group might be seated in our garden for lunch, we recommend you come prepared for all types of weather (suncream, raincoats etc). If you have booked a rockpooling session, please bring sensible, sturdy footwear. First aid kits will be available, but you may wish to bring your own.

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**Did you know?**

We offer a Free Teacher Pre-Visit to familiarise yourself with our fabulous Aquarium!

To arrange, please get in touch with us via email or give us a call and we’ll make sure someone is available to answer your questions!
Booking your visit

To book, just call us on 01752 275233 or email us at learning@oceanconservationtrust.org. Our Schools Administrator will talk you through your options and answer any questions you may have. You will need to let us know:
- Your preferred visit option (Explorer Visit or Interactive Visit)
- Your preferred date.
- Estimated time of arrival/departure.
- No. of students/adults attending.
- Year Group of students.

Once this information is confirmed, you will receive an Enquiry Form, which will outline the details of your visit. You will need to check this through and complete the relevant sections before returning it to us. Once we have received your completed forms, your booking will be confirmed.

Amending and cancelling your visit

**Booking Amendments:** If you would like to make any amendments to your booking, such as arrival time or workshop choice, please tell us as far in advance as possible. If it is a small adjustment, such as 2 or 3 fewer or additional students, this can be communicated to OCT staff on arrival.

**Booking Cancellation:** Please let us know as soon as you can if you wish to cancel your booking. We require 7 days’ notice of cancellation or significant alteration to the agreed programme. A £50 cancellation fee may be charged if insufficient notice is provided.