

For teachers and accompanying adults on the day of your visit to Hampton Court Palace

Group leader: Please read this document and ensure every accompanying adult has a copy. We have created this document to assist you and your accompanying adults on the day of your visit.

Accompanying adults: Please ensure you read all the information below. If you have any questions, please speak to someone in the Clore Learning Centre, or a member of the State Apartment Warding Team.

- ❖ **Group sizes** - Despite being a palace, some rooms are not very big! We recommend you explore with groups of 10 pupils and a minimum 1-2 accompanying adults.
- ❖ **Young Henry Exhibition** - You are welcome to visit this exhibition with a maximum group size of 10 pupils and 1-2 supervising adults. This is due to the historic nature of the building and priceless artefacts on display.
- ❖ **Busy areas** - When visiting certain areas, like the Young Henry Exhibition, you may be asked by State Apartment Warders to wait for some other groups to move along if the area is particularly busy. If this happens, you may decide to continue your visit in another area of the palace.
- ❖ **Supervision** - At all times throughout your visit, your group must be supervised according to our supervision ratios which are 1:5 for pupils aged 0-7 years, 1:10 for pupils aged 7-16 years and 1:15 for students aged 16-18 years. This includes during sessions, lunchtimes and any free time you allow for your group.
- ❖ **Sessions** - If you have a booked session, please note the following:
 - Accompanying adults may not leave the session once it has started. The adult supervision ratio explained above needs to be in place at all times during your visit.
 - No food or drink is allowed in the learning spaces or on route in the palace.
- ❖ **Clore Learning Centre** - The Clore Learning Centre may close before your group has left the palace. If you need to use the toilet before leaving the site, you should plan to use toilets within the palace or on Vrow Walk near the Kitchen Garden.
- ❖ **First aid and emergencies** - If you require first aid, please contact a State Apartment Warder. In case of evacuation or emergency, please respond to the directions given by our members of staff.
- ❖ **Coats, bags and lunches** - These must remain with the group at all times as there is no storage facility for these items.

Useful Numbers

Clore Learning Centre - 020 3166 6646

Group Leader's Number - _____

