

For teachers and accompanying adults for your visit to the Tower of London

Primary

Secondary

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

Accompanying adults: Please ensure you read all the information below. If you have any questions, please speak to a member of staff.

- ❖ **Group sizes** - Despite being a palace, some spaces are not very big! We recommend you explore with groups of 10 pupils and a minimum 1-2 accompanying adults.
- ❖ **Busy areas** - When visiting certain areas you may be asked by members of staff to wait for 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 Tower first.
- ❖ **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 workshops, lunchtimes and any free time you allow for your group.**
- ❖ **Visitor Route** - As well as being a visitor attraction and a military fortress, the Tower of London is also home to many members of staff and their families. As a result, certain parts of the Tower will remain off-limits as these are the areas which contain private residences. We ask that you keep to the visitor route and respect the privacy of our residents.
- ❖ **Workshops** - If you have a booked workshop, please note the following:
 - Accompanying adults may not leave the workshop 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 Lecture Theatre or in any of the historic areas and buildings.
- ❖ **Shops** - We recommend that school groups use the Raven Shop when they are inside the Tower of London or the Tower Shop which is near the main entrance.
- ❖ **First aid and emergencies** - If you require first aid, please speak to a member of staff. In case of evacuation or emergency, please respond to the directions given by our members of staff.
- ❖ **Coats, bags and lunches** - There are no locker or cloakroom facilities at the Tower of London so all coats, bags and lunches must remain with your group at all times.
- ❖ **What is not included in your visit** - Due to the nature of your visit and group sizes, the Yeoman Warder tours and the live interpretation are not included in your ticket.

We are here to help - Feel free to ask us any further questions you might have!

Useful Numbers

Tower of London Schools Team - 078 1572 1540

Group Leader's Number - _____

March 2018



Historic Royal Palaces
Tower of London