

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. If you have any questions, please speak to a member of staff.

❖ **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. Some areas of the palace will have a set maximum group size, for example, Royal Pew, Cumberland Art Gallery, and the Lost dress of Elizabeth I.

❖ **The Young Henry Story** is closed for maintenance and preparation work for an exhibition to mark the 500th Anniversary of the Field of Cloth of Gold. The exhibition will be open April - August 2020.

❖ **Busy areas** - When visiting certain areas you may be asked by State Apartment Warders to wait for other groups to move along if the area is particularly busy.

❖ **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. Please note all pupils under the age of 18 (including KS5 pupils) require supervision. This **includes during sessions, lunchtimes and any free time you allow for your group**. If these ratios are not met, you may be asked to leave the premises.

Please ensure no one goes into roped off areas and remind everyone in your group that the paintings and objects at Hampton Court are real and not copies - please do not touch them.

❖ **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.** Please do not eat and drink inside the palace (except for your designated lunchroom if applicable).

❖ **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 Warden. 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. You may be asked by the State Apartment Warders to remove your bags from your back and carry them, so as not to damage items in the palace.

❖ **Magic Garden and Maze** - Please note our subsidised learning rate to visit the palace does **NOT** include entry to the Magic Garden or Maze, a separate ticket must be purchased at our ticket office in order to visit these spaces.

❖ **Pens** - Please be aware, due to conservation reasons, if you are using a workbook around the palace, you must use your own pencils and clipboards, so as not to damage the fabric of the building.

Useful Numbers

Clore Learning Centre - 020 3166 6641/020 3166

6646

Group Leader's Number - _____

