

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.

COVID-19: Please only visit if you are feeling well. If any staff or students are exhibiting symptoms please contact us as soon as possible to rearrange your visit. Tel. 020 3166 6641 / 6646. Please ensure that you are able to move around in small groups of 10 students, or less, to support social distancing.

❖ 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.

Please note that the current exhibition Gold and Glory cannot accommodate large groups. Due to the nature of the space and social distancing requirements you will need to queue to visit this exhibition, in groups no larger than 10 people. We understand this may not be suitable for our younger visitors and encourage you to consider this when planning your visit.

❖ 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 (currently only A-level 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 will only be accessible to your group before you enter the palace. If you need to use the toilet before leaving the site, you should plan to use toilets within the palace or in the palace gardens.

❖ 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 (currently closed).

Useful Numbers

Clore Learning Centre – 020 3166 6641/020 3166 6646

Group Leader's Number - _____



❖ 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.

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

Useful Numbers

Clare Learning Centre – 020 3166 6641/020 3166 6646

Group Leader's Number - _____

