

Essential “On the Day” Information – Learning Visits

For teachers and accompanying adults for your visit to Nottingham Castle

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 Castle, some spaces are not very big! You might want to split your group into smaller sub-units of around 10 pupils and a minimum 1-2 accompanying adults to explore the galleries.

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 site first.

Supervision - At all times throughout your visit, your group must be supervised according to our supervision ratios, which are:

- 1 adult to 6 pupils for Key Stage 1
- 1 to 10 for Key Stage 2 upwards

Adults within the supervisory ratios are free and SEND groups can set their own ratios. This includes during workshops, lunchtimes and any free time you allow for your group.

Workshops - If you have a booked workshop or cave tour, please note the following: Accompanying adults may not leave the workshop once it has started. The adult supervision ratio explained above always needs to be in place during your visit.

No food or drink is allowed in the workshop spaces or caves.

Shops - We recommend that school groups use the Visitor Centre shop on their exit from the Castle site.

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 coat and bag lockers for each day’s Learning groups in the Middle Bailey Learning Space. This can also be used as your lunch space at a pre-booked time which we will have provided to you. We would however encourage you to use the outdoor spaces in the grounds to eat your lunches.

What is not included in your visit? – If you haven’t pre-booked workshops and cave tours, we cannot accommodate Learning groups onto these on the day. We also do not have a printer which schools can use to access our resources on the day either. Please print all the documents you may need before you come on the visit.

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

