

## **Facilitated sessions at Nottingham Castle!**

Each session runs for 1.5 hours from 10.30am-12.00pm or 1.00pm-2.30pm for groups of up to 30 pupils.

Each of our sessions can be found on our learning page: <https://nottinghamcastle.org.uk/learn/>

The cost for each session and site entry is £10 per head for 1 facilitated session and museum entry or £15 per head for two facilitated sessions and museum entry. We have a minimum charge of 25 pupils (£250 / £375) or for SEND groups our minimum of £150 for up to 10 pupils.

The session fee includes **entrance to the site and museum**, a space for your bags and a lunchroom. We have a selection of teacher led resources available on our website (information below).

**For availability and to book please email:** [schools.programmes@nottinghamcity.gov.uk](mailto:schools.programmes@nottinghamcity.gov.uk)

### **Your booking:**

After your booking has been made you will be sent a booking confirmation which includes our terms and conditions and a link for payment.

You will also be sent a risk assessment; site insurance documents are available up on request.

Payment must be received a minimum of two weeks before your visit. Please send your payment confirmation to [schools.programmes@nottinghamcity.gov.uk](mailto:schools.programmes@nottinghamcity.gov.uk).

### **Accessibility and SEND pupils:**

Nottingham Castle is fully accessible for wheelchair users, with lift access to all galleries and education spaces.

More access information can be found here: <https://www.nottinghamcastle.org.uk/accessibility/>

You can also find Nottingham Castle's visual story and a sensory map of the gallery spaces on these pages.

We are more than happy to chat to you about your group and their particular needs before your visit, so do email or call us to discuss any additional requirements.

### **Pre-session Site Visit:**

You are welcome to have a free site visit before your trip, please contact the site to arrange: [nottingham.castle@nottinghamcity.gov.uk](mailto:nottingham.castle@nottinghamcity.gov.uk).

### **On the day:**

Last updated: Jan 26

**Please note our site opening times:**

Summer opening: February half term to October half term: 10.00am-5.00pm

Winter opening: November to start of February half term: 11.00am- 4.00pm

We kindly ask that schools to arrive 15 mins before your session to allow time to use the facilities if needed and to ensure a prompt start.

During winter opening times, if the main gate is closed, please come to the site entrance to be let on to site.

The coach drop off point is outside the main gates. There is no parking on site except for SEN groups where needed.

There are toilets inside the Visitors Centre and an accessible toilet outside in the gatehouse if you need to use the facilities before your session.

A member of staff will meet you outside our Visitors Centre to welcome you.

**Staff to pupil ratios:**

Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations. We expect your school to maintain these ratios at all times:

**There is a minimum requirement of 2 adults per group regardless of size:**

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:10
- Key stage 3 – 1:10
- Key stage 4 – 1:15
- Post-16 AS/A2: 1:15
- SEND – 1:5

**Lunchroom:**

A lunchroom is available for your group, if the weather is good, we ask groups to eat outside on our beautiful grounds!

**Visiting the Museum and Galleries:**

Teacher led visits to the Museum and Galleries are included in the cost of the facilitated session.

## Resources for Teacher Led visits:

### Gallery Guides:

An overview of our Galleries can be found here: <https://www.nottinghamcastle.org.uk/museum-gallery/>

The app Bloomberg Connect also has a comprehensive guide to the galleries including

- Map of each floor
- Gallery overview and Object highlights
- Additional object information, history guides and audio.

<https://www.nottinghamcastle.org.uk/bloomberg-connects-app/>

### Worksheets and activities:

We have digital resources to support your visit here:

Gallery Worksheets

<https://nottinghamschools.org.uk/nottingham-castle-art-gallery-activity-sheets/>

### Digital Images of artwork:

If you would like to look at digital images of our Artwork in your classrooms, there is a collection of images on ARTUK

<https://artuk.org/visit/venues/nottingham-city-museums-galleries-7871>

### About our Site: Our Castle and Grounds

All the Castle's public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. We continuously check these spaces to remove or minimise hazards. The outdoor play area is suitable for children aged 12 and under.

It is designed so that only children capable of utilising the equipment safely will be able to climb onto the relevant areas. We request adult supervisor at all times at the play area. It is annually assessed and regularly maintained to ensure its safe operation.

The Castle is on a hill and adverse weather can make walkways and the playground treacherous. We have related policies which will ensure areas are monitored and closed to the public if they become dangerous.

### Our people:

All our team carry radios and have been fully trained in the general health and safety of the site and what to do in the case of an emergency. If you need aid in any area, please make a member of staff aware who will provide additional information.

### **Fire and evacuation**

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, our staff will escort school groups to a muster point and will work with teachers to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

### **First aid:**

We have members of staff who are trained in providing first aid. Please inform a member of the team immediately if anyone in your group requires assistance due to illness or injury.

### **Health and safety**

We have a written health and safety policy and all staff receive health and safety training.

### **Lost pupils**

Please inform a member of the team immediately if any pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

### **How to find us:**

Nottingham Castle, Lenton Road, Nottingham, NG1 6EL.

We kindly ask that if you arrive before 10.30am schools can access through the side gate of the Castle (please see image below) as this will allow a member of our learning team to come and greet you on the day!

What other services we offer:

## HISTORY AT YOUR FINGERTIPS

**Access Artefacts** is the handling collection for Nottingham City Museums and Galleries. It brings together thousands of real objects from across social history, archaeology, geology, industrial history and the natural sciences. The service is available to both schools and community groups.

### WHAT DOES ACCESS ARTEFACTS LOAN?

Access Artefacts has two main types of loans available\*:

- Taxidermy and cased models (up to 8 items per loan)
- Topic themed resource boxes containing 10-20 handling objects

\* Charges apply

### WHAT IS IN A TOPIC THEMED RESOURCE BOX?

Our resource boxes contain a group of 10-20 objects selected from the collection on a specific theme. These are packaged in sturdy, conservation standard museum cases. Each resource is packaged with an information pack, which contains general information, paper resources, planned activities and an information card for each object.

Each resource has been developed to meet the requirements of the national curriculum from foundation stage to key stage 3.

Resources themed boxes include:

- The Romans
- 20<sup>th</sup> Century Medicine
- WWI & WWII
- 1950s, 60s, and 70s in Britain
- Florence Nightingale
- William Booth
- Jesse Boot
- History Mystery
- Africa Inspires
- Toys of the Past
- The Stone Age
- The Ancient Egyptians
- Victorian Life
- 1831 Reform Riots
- And many more!



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