

Information for Teachers Booking an Educational Visit

- ❖ In addition to holding public liability insurance, we have carried out risk assessments for the various school activities we offer, teaching spaces and other Trust sites. Whilst these can be provided for guidance purposes, we recommend wherever possible that group leaders carry out their own group-specific risk assessments for their time with us.
- ❖ As the Shakespeare Birthplace Trust's sites are used by multiple groups of visitors, we expect groups to behave and be supervised appropriately, and we reserve the right to ask your group to leave if the behaviour of any member of your party is considered continually disruptive or unruly. Any serious complaints will be followed up with the head teacher of the school concerned.
- ❖ The accompanying ratio of adults should be sufficient to take responsibility for the welfare and supervision of the group at all times, particularly in the event of an accident or emergency. The usual ratio is 1:10, but we ask for a higher ratio for the keystage 1 & 2 offerings which usually involve the children being sub-divided into smaller groups.
- ❖ If you have any pupils/students in the group with specific medical needs, please ensure you have staff who can take responsibility for administering any medication should the need arise.
- ❖ It would be helpful to know in advance if there are likely to be any access issues so that we can advise you appropriately. Similarly if any of your group are visually impaired and may require large-type handouts these can be made available with prior notice.
- ❖ Please ensure you allow sufficient travel time to allow a prompt start for the session/visit you have booked. If you are delayed for any reason do please call us on either (01789) 207131 or (01789) 201805 so that where possible adjustments may be made ahead of your arrival. Depending on how late your arrival is, and particularly where timings for the day are tight and involve alternating groups around talks or house visits, the session may have to be shortened to keep to timetable.
- ❖ There is a coach drop-off and pick-up point only in Windsor Street, Stratford upon Avon, CV37 6NL which is just across the road from the Shakespeare Centre and Shakespeare's Birthplace.
- ❖ We do not have a separate space at the Shakespeare Centre for groups to eat their lunch so you will need to make your own arrangements.
- ❖ We invoice for educational talks/sessions after the visit to take account of final numbers on the day.
- ❖ On arrival for an educational talk/session, please report to reception located in the Birthplace visitor centre entrance. You will be asked to sign in on behalf of your group.