

## Guidance Notes for School Group Visit Leaders & Helpers

Please ensure there is one copy for each leader and helper.



### What information do I need to give when booking?

- Your school name and contact details, including name of teacher leading the visit.
- Number and ages of students.
- Date and time of arrival.
- Approximate time of departure
- Will your visit include a Planetarium show, school show or workshop?
- If booking a workshop, please let us know which one you're interest in, and the group sizes involved.
- If your group has students with Special Educational Needs, please tell us how we can best meet your needs.
- If arriving by minibus and require on-site parking, these spaces must be booked in advance so please ask.
- Will your group be visiting the shop, or would you prefer goody bags to be prepared for your students?

### How can I pay?

- An invoice will be sent to your school at the time of booking.
- You must make payment on, or before arrival.

### How do I ensure a smooth and enjoyable visit?

- Ensure your school's finance department have paid for the trip in advance of your arrival, or made provisions for your trip leader to pay on the day.
- If arriving by minibus and require parking, spaces must be reserved in advance.
- Teachers are welcome to preview **@at Bristol** free of charge at any time. Simply bring along headed paper from your school, signed by your headteacher.
- Give each adult leader and helper one copy of the **risk assessment** and **code of conduct** and ensure it is reinforced with the students (these are downloadable alongside these Guidance Notes).
- Visit [www.at-bristol.org.uk/education](http://www.at-bristol.org.uk/education) for downloadable exhibition trails you may want to print out and bring with you.
- Ensure teachers remain with students in a supervisory/supportive role during workshops, shows and in exhibition spaces (see **Code of Conduct**).

### What do I do when we arrive?

- Our bookings team will confirm your arrival time (arriving outside of this time may cause your arrival to coincide with other school groups and cause some minor delays).
- Coaches may set down and pick up directly on the site.
- Make your way to the Information Desk where you can collect your pre-paid tickets, or you must pay in full for the visit if the invoice has not been paid.
- You will be invited to book a timeslot for your students to visit the shop during your visit.
- A member of the **@at Bristol** team will show your group to your 'base' to store coats and bags before starting your day.
- Please don't bring valuables with you on the day. If this is unavoidable, we provide a limited number of lockers for a refundable £1 deposit.

### Where can we store childrens' bags and food?

- Every school group is allocated a 'base' with a lockable cage for small/ medium bags.

### Where can we enjoy our lunch?

- Your school group's 'base' will act as your dedicated lunch space for the day.
- **@at Bristol**'s outside spaces make this an ideal site for picnics.

## Where are the toilets?

- Toilets are located on both floors of **@Bristol**. You'll be given a floor plan on arrival which identifies those toilets nearest your school's 'base'.

## What happens in an emergency?

- In an emergency, a continuous bell will sound. Ensure all your group are present and make your way to the nearest fire exit as directed by signs and/or **@Bristol** staff. The assembly point is in the cobbled Anchor Square (facing the main entrance to **@Bristol**).

## What do I do when it's time to leave?

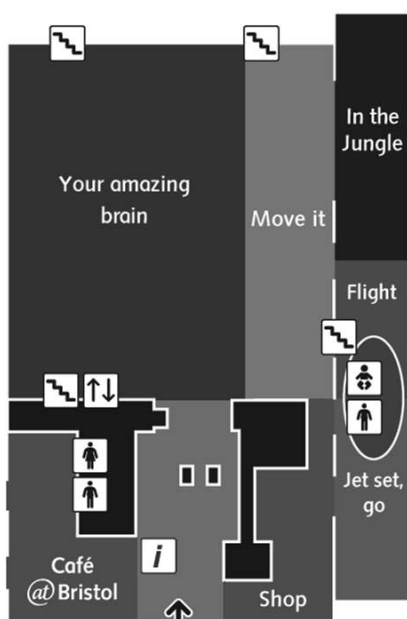
- Please allow at least 15 minutes after your final workshop/show before you are due to back at your coach for pick-up.
- Make sure you pay a visit to **@Bristol**'s shop for a range of educational toys, books and 'pocket money' souvenirs. If you don't think you'll have time, you can pre-order 'goody bags' when booking.
- Please complete the visit/workshop feedback form to help **@Bristol** continually evaluate and develop its education programme.

## How can I enhance the visit and further and deepen children's learning?

- Book a workshop! Visit [www.at-bristol.org.uk/education](http://www.at-bristol.org.uk/education) to see the full range on offer!
- We ask that teachers remain with students in a supervisory/supportive role during workshops and shows.
- Make the most of a free teacher planning visit to explore the exhibition spaces and structure your students' visit.
- Our website contains a range of curriculum-linked resources to support your visit, along with links to other exciting and innovative websites designed to support specific aspects of the National Curriculum.
- Please ensure all helpers' and students' mobiles are switched off whilst on site, especially during workshops.

For further information please visit [www.at-bristol.org.uk](http://www.at-bristol.org.uk)  
or call the Education Team on 0845 345 3344. Enjoy your visit!

**@Bristol** ground floor



**@Bristol** first floor

