

## Teacher/Visit Organiser Information

### Your visit to Alexandra Park and Palace

#### Learning and Participation at Alexandra Park and Palace

We believe that Alexandra Park and Palace provides an excellent opportunity to encourage a life-long love of culture and heritage in a setting away from the classroom. The aim for each student is to enjoy their learning experience in a collaborative, welcoming and secure environment where they can feel safe and confident. It is our belief that each individual should be treated with respect and their contribution valued. At the very heart of what we do is our desire to inspire our audiences and participants through the special nature of our historic Park and Palace and the unique and rare archives and collections that we hold here and online.

#### Booking your visit in 3 easy steps

For all enquiries please contact 0208 365 4578

#### 1: Consider your visit details

Select a date from the available dates online (these are normally advertised 6 months in advance). These dates are fixed and until the Learning Zone opens in 2018 in the East Court, we have limited availability, so please try and book as soon as possible.

Appropriate adult: pupil ratios will help ensure a safe and enjoyable visit. The Palace recommends a higher ratio of adults to pupils than those proposed in DFE guidelines and offer free adult places accordingly.

#### Suggested Ratios

1:3 Early Years Foundation Stage

1:6 Years 1, 2 & 3

1:10 Year 4 and above

When exploring the 196 acre park we would recommend that students are in groups of no more than 6. Please ensure you have appropriate supervision.

Students, and their behaviour, remain your responsibility throughout the entire day. So that pupils can fully engage with the activities/workshops we would ask that you have a good ratio of staff/helpers to students and that these staff/helpers are willing to engage with the students. Please be aware that if the behaviour of any student/adult in a group adversely affects the safety or enjoyment of other visitors, they will be asked to leave accompanied by their teacher/group leader

#### Workshops

Our workshops can accommodate a maximum of 35 students, for larger groups a carousel of workshops, art & craft and self-led activities can be provided. Due to other events at the Palace; we have a maximum capacity of 90 pupils at any one time. Our workshops typically comprise of one session lasting between 45 minutes to 1 hour (depending on the age and size of the group). Information about timings and activities will be indicated on the timetable that you will be sent 5 days prior to

your visit. Any questions or comments on the timetable should be received no later than 2 days in advance of the visit so that all resources and activities are planned accordingly. Larger groups are welcome by special arrangement with the Learning Manager; an additional charge per pupil will be incurred for all extra activities.

## **2: Make a booking**

Booking forms are available to download on the website or from [learning@alexandrapalace.com](mailto:learning@alexandrapalace.com). Please include details on the booking form of your preferred workshops, additional activities, how many students will be attending, Year Group and the numbers of adults/teachers who will be attending.

**So that we can plan appropriately for your visit please advise us of any SEN requirements.**

**Charges:**

<b>Haringey Schools (per pupil)</b>	£3.00
<b>Other Boroughs (per pupil)</b>	£3.50
<b>Local History Project</b>	£300

## **3. Payment**

After receiving your booking, you will receive an invoice direct from our Finance Team, all visits must be paid in advance.

### **Payment options**

We can receive payment by BACS, credit card and/ or cheque – please see your invoice for further details.

## **Cancellations, refunds and amendments**

We regret that no refunds can be given for cancellations or amendments made less than 14 days before your visit. If you need to reduce or add additional pupils attending or need to cancel for any reason you must let us know before this date. If you inform us of a cancellation after this date you will still be charged for your visit as per your invoice. If a cancellation has to be made due to exceptional circumstances, every effort will be made to reschedule your visit.

On very rare occasions, we may need to cancel activities due to unforeseen circumstances. If this happens we will contact schools/groups as soon as we can, and offer alternatives where possible. If schools have already paid and cannot take up our suggested alternatives, we will give a full refund.

## **Considerations before your visit: -**

### **Pre visit**

We strongly recommend you come on a preliminary visit to familiarise yourself with the Palace and Park and meet the Learning Manager to discuss your visit.

## **Getting Here**

### **How to find us**

Situated between Muswell Hill & Wood Green, Alexandra Palace is well served by all forms of public transport and is easy to reach by underground, road and rail.

### **By Sat Nav**

Postcode: N22 7AY

Please let the Learning Manager know if you are arriving by coach or mini bus. Coaches should drop students off in an allocated bay in the East Car Park or by the Palm Court. To assist the onsite Security Teams please ensure that both the Learning Manager and coach driver know your expected departure time.

### **By Tube**

Wood Green is the nearest underground station on the Piccadilly Line. (journey time is 20 minutes from Piccadilly Circus). Exit Wood Green Station and go to bus stop A to pick up the W3 bus up the hill to Alexandra Palace.

### **By Rail**

Alexandra Palace has its own British Rail Station, fittingly called Alexandra Palace Station. It is located at the Wood Green entrance to the Park. A regular train service runs direct from Moorgate (weekdays only) or from Kings Cross, changing at Finsbury Park.

### **By Bus**

Take the W3 bus from outside the station to the Ice Rink entrance or the main Palm Court entrance.

## **On Arrival**

You will be met at the agreed meeting point by a member of our Learning Team and taken to the workshop/activity space. If you are undertaking a self-led activity in addition to a workshop a member of staff/volunteer will meet you and provide all materials.

Due to the limited availability of spaces in the Palace and the often busy schedule of commercial events set up and breakdown, please note we may not automatically be able to extend your session on the day and hence you will be subject to a shortened session if you arrive late. If you are running late on the day of your visit, please try to call as soon as possible on 0208 365 4313 or 07980 976 843

## **Getting Around**

Please make sure you dress appropriately, particularly for outside activities where you may need sun cream and a hat or even a raincoat and wellington boots. The site has nice smooth paths, but it also has grassy areas, uneven ground, gravel and potentially muddy areas, please ensure you are all wearing suitable footwear. Even if you have booked inside activities you may have to walk outside to get from one area of the Palace to another. Alexandra Palace is surrounded by 196 acres of park, this means there may be a fair amount of walking, and access to some areas is limited. Advance notice of any special requirements for the group will allow us to tailor course content or routes around the Park and Palace.

## **Facilities**

There are toilets (including accessible) and hand washing facilities around the site. These are not exclusively for the use of school groups and may also be used by other visitors to the site.

### **Storage for coats and bags**

Space will be available in each room where activities will be delivered to leave coats and bags. If your visit includes an activity in the Park the Palace, we will provide you with a secure area for the duration of the activities.

### **Lunch**

All workshops include use of a free indoor space to eat lunch, please ensure that all students use the rubbish bins provided in order to keep the lunch space as clean as possible as they may be used for multiple groups during the day. On hot days the Palace will provide jugs of water for filling up water bottles.

Food and drink can be brought from the Ice Rink Café (or Lakeside), please note children must be accompanied by adults at all times in public spaces.

### **Photography and filming**

With your prior permission, some sessions and workshops will be recorded and photographed. If the school has signed parental consent forms for pupils we would ask that copies of these are sent alongside the completed booking form. On the day any children without a signed form should be identified with a sticker; these can be provided by the Palace if needed.

### **Further Information**

For further information please contact the Learning Manager on 0208 365 4578.

### **Please also see our website for details on the following:**

- A risk assessment of the site and activity
- General Health and Safety information