



## HISTORIC ROYAL PALACES

### For teachers and accompanying adults on the day of your visit to Hillsborough Castle & Gardens.

**Group leader:** Please read this document and ensure every accompanying adult has a copy. We have created this document to assist you and your accompanying adults on the day of your visit.

- ❖ **Group sizes:** Despite being a royal residence, some rooms inside Hillsborough Castle are not very big! At times during your session in the house, (if applicable) you will be asked to divide into smaller groups. It is useful if you have already divided the class and assigned an adult to each group in advance.
- ❖ **Busy areas:** When visiting certain areas which are particularly busy, a member of staff may ask you to wait momentarily while another group clears the area, or you may decide to visit another area of the site and return later – there's lots to see!
- ❖ **Supervision:** At all times throughout your visit, your group must be supervised according to our supervision ratios which are 1:5 for children aged 0-6, 1:10 for students aged 7-15 and 1:15 for students aged 16 +. This includes during sessions, lunchtimes, and any free time you allow your group.

Please ensure no one goes into restricted areas and remind everyone in your group that the paintings, objects on display and furniture are real historical objects and not copies – please do not touch them, or sit on them.

- ❖ **Sessions:** If you have booked a session, please note the following:
  1. Accompanying adults may not leave the session, once the session has started. The adult supervision ratio explained above needs to be in place at all times during your visit.
  2. No food or drink is allowed inside the State Rooms at Hillsborough Castle.
- ❖ **First aid and emergencies:** If you require first aid, please contact a member of staff. In case of evacuation or emergency, please respond to the directions given by staff members.
- ❖ **Coats, bags & lunches:** If you have not booked a session, these must remain with your group at all times, as there is no facility to store these items. Please do not eat or drink inside Hillsborough Castle.

#### Useful Numbers

**Schools Team:** 028 9268 1372

**Group Leaders number:** .....