

## Information for Home Education Groups visiting Royal Collection Trust sites

We would like to thank you for enquiring into a visit for your group(s) to one of our Royal Collection Trust sites.

We are always happy to accommodate Home Education Groups (HEGs) and appreciate that the needs of a visiting HEGs are often quite different to those of a school group, whether that be as part of a taught workshop (currently available for Windsor Castle and Palace of Holyroodhouse only) or as a self-guided visit (all locations).

Further details about the workshops available to book for your groups can be found [here](#).

To ensure smooth experience for the group prior to, during and after their visit we would like your group to consider the following when planning your visit.

- Please read the following in conjunction with the site specific Teachers' Pack, which can be downloaded from the [following webpage](#). Teachers' Packs highlight all the necessary information, maps and expectations for Learning groups visiting RCT sites.

### **Arrival prior to your visit:**

- RCT understands that many children booked to visit with a HEG may travel to/from our site accompanied by their parent or guardian.
- An issue faced by RCT sites is that they do not have the suitable space to act as a waiting area whilst the members of your HEG gather prior to their visit.
- We would suggest that HEGs, organise to meet at a suitable, safe place away from the site.
  - Suitable locations for visiting our sites in London are:
    - Cardinal Place (if the group is travelling from the direction of Victoria)
    - Green Park
    - St. James' Park
  - Suitable locations for visiting Windsor Castle are:
    - Castle Hill
    - The Guild Hall on High Street
  - Suitable locations for visiting our sites at Palace of Holyroodhouse are:
    - outside the Scottish Parliament
    - the Physic Garden

- The HEG can meet at that location, ensure that group leader and all booked participants have arrived, before travelling together as one group to the site they are visiting. This enables any accompanying parents who are not booked to visit the site, to either:
  - Leave their child/children in the safe supervision of the group leader and accompanying adults

Or

- Travel with their children to the site, to then then leave them outside the main entrance, under the supervision of the group leader

### **During your visit:**

- Once the school visit is underway, the RCT workshop leader will work with the children as one educational group together. To enable this to work for all participants, RCT kindly requests:
  - Accompanying parents keep photography (where permitted on site) of the children taking part in the session to an absolute minimum during the taught elements of the visit. Please coordinate with the session leader for a suitable time to take photographs
  - Accompanying adults should be aware that Learning Officers will want to interact with children taking part in taught sessions. We would ask that children remain in the session throughout and that any disruption is kept to an absolute minimum.
- We fully understand and support the requirements for some children to retain one-to-one support of a parent or adult to aid their learning during a visit. Where children in the group require such assistance, please notify the workshop leader, so that they are aware of the situation
- If your group is visiting on a Self-Guided basis, please remain together as one group once your visit is underway. Children must remain under adult supervision throughout their visit and the group lead may be asked for tickets/booking confirmation by RCT staff at any point during the visit.

### **Departure at the end of your visit:**

- As with the arrival process, RCT requests that collection of the children on completion of their visit takes place at a suitable, safe location external to the RCT site
- Please see 'Arrival' section for suggested locations
- If parents are insistent at meeting the group immediately at the end of their visit, RCT requests that this meeting takes place just beyond the exit point of the RCT site

The above points have been requested to ensure your group's visit is as smooth and enjoyable as possible on the day.

**Should you have any questions regarding the above points or any further questions about your booking, please telephone the Learning Bookings team on (+44) (0)303 123 7323.**

[www.rct.uk/discover/school-visits](http://www.rct.uk/discover/school-visits)