

Chichester Cathedral

Booking Guidelines for Teachers

(in advance of a school visit)

Booking

It is wise to book at least a term in advance, especially if you have a particular date in mind. Some schools book a year in advance! If for some reason you can't plan so far ahead, do give us a ring and we will always try to accommodate you. Teacher supervised visits don't require so much notice but please let us know what you are planning so we can weave your visit around services and let you know if anything unexpected comes up, like funerals. These do happen – remember, we are a working church!

Parking

We do not have parking on site but will send a Council Parking Leaflet with your confirmation letter. There is a coach park about 10 minutes walk away. However there is a 'drop-off' area in West Street just to the west of the Bell Tower which is about 50 metres from the West Door of the Cathedral. There is very limited parking for groups with mobility difficulties but we must know in advance please (01243-812497). Don't forget we are only an 8 minute level walk from the railway station.

The Shop

The shop will happily set up a trestle table in/near the Eastern Arm with the most popular lines for children, so teacher supervision is much easier and there is less pressure on numbers. This needs to be arranged in advance. Otherwise please limit the numbers in the shop to 8 at a time, accompanied by an adult.

Do we need to bring anything with us?

Mostly the answer is 'no' unless you need clipboards for your own trails. There are a few exceptions but you will be told about them in your letter of confirmation.

Lunch

In good weather you can use the South West lawn (near the toilets and take-away coffees for staff). Small groups (up to about 35) can use the Treasury Lawn. You may be able to book the newly refurbished Eastern Arm of the Cloisters (heated in winter) which will seat about seventy on stone and wooden benches, but it doesn't have any tables. If you would like to use the Eastern Arm please let us know when you book the visit. Sometime we are unable to use it because of services going on just the other side of the door to the Cathedral or because it's in use for other events!

Coffee and Tea

If you can let us know in advance (preferably at least the day before) then we can organise pots of coffee and tea for staff. A pot contains about six cups and costs £6.60. Please contact Lynne Friel (01243-812487) to let her know what you would like and at what time. You will then need to send one of your staff to the front of the café queue to pay and collect a tray containing everything you will need. All we ask is that you please return the tray to the café afterwards.

Briefing your staff and helpers

Teachers and adult helpers should **stay with their groups since they remain responsible for the control and supervision of the group at all times.** We must have a minimum ratio of 15:1. Please ensure that children put away any school trails and mobile phones during a Children's Guided Tour so they can listen better. If you have your own trail and wish to send us a copy in advance we will brief the Children's Guides to cover as much as possible.

We really welcome the assistance of staff and parents in the workshops. During Children's Guided Tours we would like your help in keeping the group together since it is very easy for children to linger and start asking questions of the adults in the rear. The Guide needs your assistance in this to make sure all the children have a really positive learning experience.

Any queries please contact Lynne or Vicky on 01243-812497