

Chichester Cathedral

'ON THE DAY'

(Guidelines for all adults on the visit)

Running Late

Please telephone so we can keep our volunteers in the picture and start to think about adjusting the timings of your visit. Contact telephone numbers on the day of your visit are **01243-812497, if no reply please telephone Jenni on Reception 01243-782595** and she will contact us in the Cathedral. Please try not to leave an answerphone message because the chances are that we will not pick it up before you arrive.

Arriving

Come to the **West Door of the Cathedral**, a short walk from the coach drop-off point which is in West Street, **unless we tell you somewhere else in your confirmation letter**. 99% of visits start here and we will send you a detailed map with the confirmation letter. Please familiarise yourself in advance.

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. If you have booked it in advance you may be able to use the newly refurbished Eastern Arm of the Cloisters (heated in winter) which will seat about seventy on stone and wooden benches. Sometime we are unable to use it because of services going on just the other side of the door or because it's in use for another event.

Coffee and Tea (if organised in advance)

If you have organised this in advance please collect your pots of tea/coffee directly from Cloisters Café at the pre-agreed time. A tray will be laid up with everything you need. Please go directly to the front of the queue and pay at the till. All we ask is that you please return the tray to the café afterwards.

The Shop

The shop is delighted to welcome young visitors; especially school children, however please limit the numbers to **8 at a time, accompanied by an adult**. Please make sure the children don't block the shop entrance. There are two doors to the shop and many schools operate a successful one-way system.

Toilets

The **toilets are just off the South West Lawn (blue door)** and these are also used by the general public. There are further toilets in the Cathedral café. There are two toilets in the Education Centre for emergency use during workshops only. There is also a disabled toilet in both the public toilets and in the Education Centre.

What is expected of the staff and parent 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.

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.

Have a great day and don't hesitate to ask if there is anything we can do to help!