

Planning Your Visit – Guide For Teachers

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.

Unfortunately we cannot offer Children's Guided Tours or any workshops requiring access to the Cathedral on Tuesdays.

All Children's Guided Tours and workshops (from ages 5-18) can be booked on Monday, Wednesday, Thursday and Friday during West Sussex County Council term time:

http://www.westsussex.gov.uk/learning/schools_ages_416/school_term_dates_and_holidays/term_dates.aspx .

Teacher supervised self – guided 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!

Learning and Engagement Department Booking Process – please read carefully

- Call us on 01243 812497 or email booklearning@chichestercathedral.org.uk to check dates and make a preliminary booking
- You will receive an email confirming the date and numbers visiting
- We welcome teachers on pre-visits to discuss their visit and complete a risk assessment (see below for Guidelines and the Cathedral's Liability Certificate downloads)
- Once a detailed timetable for your visit is agreed by phone or email or in person you will receive an email containing a confirmation letter, timetable and map (showing position of Learning and Engagement Department)
- Any changes to this agreed timetable must be made at least 3 weeks prior to the visit in order for your visit to be appropriately staffed.
- You will be invoiced by the Cathedral Accounts Department so on booking please provide the name and contact email address for the person responsible for payment. Payment can be made by BACS or by cheque which should be made payable to *The Dean and Chapter of Chichester Cathedral*.
- CANCELLATIONS - Please note that if it becomes necessary for you to cancel within twenty working days of the visit, the full cost will be charged. (Notifications must be in writing).

Parking

We do not have parking on site but the Chichester District website contains a map showing local car parks. 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.

Running Late

Please telephone us 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 Reception 01243-782595 and they will contact us in the Cathedral.

Arriving

Come to the Learning and Engagement Department, 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 the café where staff can purchase coffee/tea to take away). You can book the 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. This is free for School Friends and schools who book workshops with us. Otherwise there is a £20 fee. 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!

Self guided groups – You could picnic in the Bishop Palace Gardens nearby if fine or sit along the stone seating in the Cloisters if wet or book the Eastern Arm if it is not in use by a booked school group (see above).

The Shop

The shop is delighted to welcome 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 (red door) and these are also used by the general public. There are further toilets in the Cathedral café. There are two toilets in the Learning and Engagement Department for emergency use during workshops only. There is also a disabled toilet in both the public toilets and in the Learning and Engagement Department.

Facilities for those with Special Needs

The downstairs floor of the Learning and Engagement Department, the Cloisters and the Cathedral floor area are all wheelchair accessible. Please inform us of any special needs when you book with us.

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 groups at all times. We have a recommended staff: pupil ratio as follows:

Age group	Ratios*
0-2 years	1 adult: 3 children
2-3 years	1 adult: 4 children
4-8 years	1 adult:6 children
9-12 years	1 adult: 8 children
13-18 years	1 adult: 10 children

* These ratios are recommended by OFSTED and NSPCC

You should meet your school's supervision ratio depending on the age of the pupils and the nature of your workshops/visit.

Tours

Please ensure that children put away any school trails/worksheets and mobile phones during a Children's Guided Tour so they can listen better. Adults and children are welcome to take photos in the Cathedral and during workshops but we do ask that you ask the Tour Guide or the Workshop leader when it is best to do so. 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. Please remind children to be quiet, and to move around respectfully as this is a place of prayer.

Do we need to bring anything with us?

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

School Friends

For a small annual fee School Friends receive a 10% discount on all visits, a free voucher for a six cup jug of tea or coffee for teachers plus a very generous pack of teaching resources. Contact Vicky Rowlands, Partnerships' Co-ordinator, on 01243 812 497 or vicky.rowlands@chichestercathedral.org.uk for further details.

Feedback We ask for your feedback to help us. You will be given an evaluation form on the day of your visit. Please complete and return it ideally before you leave.

Booking Guidelines & Supporting Documents

Planning your Visit for Teachers (PDF)

Guidelines for Self-Guided Visits (PDF)

Chichester Cathedral Guidelines for School Risk Assessments (PDF)

Chichester Cathedral's Liability Certificate 2016-17 (PDF)

On the Day Guidelines for Adult Helpers on Education Visits (PDF)