

## FOR TEACHERS PLANNING A VISIT TO CHELTENHAM SCIENCE FESTIVAL 2018

### ON ARRIVAL

- Coaches and minibuses should arrive at the designated drop-off/pick-up zone adjacent to Imperial Gardens, as specified on the coach drop off map.
- The Education team will be on hand to meet and greet schools at the drop off point and will be wearing Cheltenham Festival, lanyards, and purple high viz!
- The teacher in charge should contact a member of Festival staff who will be on hand to greet each party and assist with disembarkation.
- Festival staff will assist teachers to direct children to a safe area to stand and wait for the rest of their party.
- Festival staff will lead you to your first venue, and venue staff will help to seat you.

### DURING YOUR VISIT PUPILS SHOULD BE ADVISED

- To move around the site sensibly.
- Not to leave the building/venue without prior permission from a teacher.
- Not to enter the bar/café areas without prior permission from a teacher.

### FESTIVAL VENUES

All areas within Festival venues that accessible to school groups are:

- Fully accessible
- Risk-assessed in relation to the activities carried out and any materials used.
- Designated as non-smoking areas and fitted with fire alarms.
- Attended by Festival and venue staff, who will respond to your needs and alert you to any unforeseen problems.

### LOST CHILDREN ASSEMBLY POINT/ LOST PROPERTY

- Please alert a member of staff immediately if one of your pupils goes missing.
- Lost children should make their way to the Box Office where they can be reunited with the teacher in charge of their group.
- Any lost property handed in will be kept in the Box Office.

### IN THE EVENT OF AN EVACUATION

- All Event Managers are fully briefed on evacuation procedures.
- Should it become necessary to evacuate the building, this will be made clear to you by staff. You should make your way to the nearest available exit and then to the nearest assembly point. Festival/venue staff will be on hand to direct you to the nearest suitable exit and assembly point.
- You will be unable to re-enter the building for any reason until the Event Manager has given the 'all-clear'.

### FURTHER INFORMATION

- School events take place in or adjacent to Cheltenham Town Hall, with most venues situated in or close to Imperial Gardens. These areas are open to the public, so pupils should use them at the discretion of accompanying teachers, and should be supervised at all times.
- Arrangements for your departure should be made with your coach driver, who should collect you from the designated drop-off/pick-up zone.
- All accidents and incidents are reported according to Cheltenham Festivals' regulations.
- There will be a fully-trained First Aider on duty.

### PHOTOGRAPHY AND FILMING

- Official Cheltenham Festivals' photographers and film crews may be present at school events. Their task is to capture engagement. They will always ask permission and will not name individuals, although schools may be named. We use this material for marketing both during and after events and to demonstrate impact in reports, on our website, and in brochures.

For further information, please contact [education@cheltenhamfestivals.com](mailto:education@cheltenhamfestivals.com) Tel: 01242 37250/ 7268/ 7267