



SCHOOL TRIPS AT
WARWICK CASTLE

REFERENCE TOOL FOR TEACHERS

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Introduction

The Education Programme at Warwick Castle offers maximum educational value through unique and stimulating learning experiences. A school trip to Warwick Castle will challenge pupils, fill them with enthusiasm and let them experience Britain's Ultimate Castle. The educational team at the Castle has years of experience in leading interactive talks and tours and ensuring trips are informative, stimulating and fun by bringing the textbook theory to life.

The team at Warwick Castle understands the challenges that schools and teachers face and the paperwork that goes with organising school trips. This document aims to help by bringing all the useful information that might be of interest to schools, into one place.

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Booking your visit

Booking is essential for all educational groups visiting the attraction.

'How to' make a booking

It is possible to book your school trip over the phone with our Booking Office or using the Warwick Castle website www.warwick-castle.com

Booking by phone:

- To make a booking, call the Booking Office on **0871 222 2772**. The office is open Monday - Friday 9.00am until 5.00am.
- The whole booking process should take around 3 - 5 minutes.
- The teacher will need to have the following information to hand:
 - Number of children visiting
 - Ages of the children
 - The date of visit
 - Whether the school group would like to book any extra talks or tours
 - Preferred times for the tours and talks.
- Payment can take place in one of three ways:
 - By cheque which must be paid 10 days before the date of visit
 - By credit or debit card, any time up to 24 hours before the visit
 - By Bacs payment, 10 working days before the visit.
- Once the booking has been made, you will receive confirmation of the booking, including details of what you have booked for, any associated time slots and the amount that has been paid or is pending. Payment will be due in advance of the schools arrival at Warwick Castle.
- There are 3 ways to receive your tickets:
 1. They can be collected on the day from the ticket office, or from the group booking office located in the Stables Courtyard during peak periods. You will need your booking reference number.
 2. If you have prepaid 10 days before the date of your visit then your tickets will be sent out to you. This will save time on the day and allows you to go straight through the turnstile.

3. Alternatively you can register with www.merlinlearning.co.uk and download your tickets.

Booking online

- You can also book online at www.warwick-castle.com
- Please note it is only possible to book for admission online, you cannot book any additional tours or talks.
- The payment options available online are: American Express, Delta, Maestro, MasterCard, Visa and Visa Debit.
- If you are booking online then it is possible to download your tickets prior to your visit.

Making amendments to a booking

Amendments can be made prior to paying. Once payment has been received amendments cannot be made.

Amendments can be made to a booking up to 24 hours before the visit date.

Cancellations

If a school wishes to cancel its booking it is essential that advance notice is given, allowing the education team at the Castle to fill talk and tour slots with other schools wanting to book a space. Bookings must be cancelled over the phone. Once payment has been received, bookings cannot be cancelled.

Free planning tickets

Following payment for the school trip, the teacher will receive two complimentary tickets for a 'planning visit' before the actual day.

Free teacher tickets

The following free teacher tickets are also provided for the day of the school trip.

- 1 free teacher ticket for every 5 Primary pupils booked
- 1 free teacher ticket for every 10 Secondary students booked.

Risk assessments

To make a visit to Warwick Castle as convenient and safe as possible, we offer schools a ready-to-use and comprehensive risk assessment.

The risk assessment includes the following areas and can be downloaded from www.warwick-castle.com and contains information about the following:

- Legal requirements and Castle information
- Vehicle traffic
- Weather protection / Sun safety
- Water
- Slips / Trips / Falls
- High level areas
- Reduced lighting
- Enclosed spaces
- Attraction specific risk
- Door entrapment
- Rides
- Soft play / Play equipment
- Attraction arrangements
 - Parking: First aid: Emergency planning: Fire safety: Wheelchair access: Lost children: Unruly children: Age / height restrictions: Lockers /storage facilities: Eating facilities: Welfare facilities: Additional costs: Attraction signposting.

Getting to the Castle and parking

- Warwick Castle is easy to find and reach by coach, rail or bus. It is situated 19 miles from Birmingham and just 2 miles from Junction 15 of the M40.
- There is ample car / coach parking facilities available in the Stratford road car park. There are coach bays and a drop off area for coaches which are not staying during the visit.

What to do on arrival at the Castle:

- During peak time (June and July) all pre-booked school groups should go to the Peacock Gate Group Priority Entrance; Castle staff will help to guide you there. During the rest of the year you should use the Stable Courtyard Entrance.
- To help get through admissions quickly you should have the following items:
 - If you have booked by phone and requested your tickets to be sent out, you will need your tickets to hand.
 - If you have booked by phone but not requested your tickets be sent out, you will need your reference number.
 - If you have booked online you will need a printout of your booking confirmation and the online booking reference number.
 - To help your group get through the gates quickly, you should complete a copy of the Policy Document before arriving (this can be downloaded from the website).
 - If all students and teachers can enter as one group this will help to speed up the process.
 - If you have booked online then you will need to show some identification (letterhead for example) to confirm that you are a school group.
- It should take about 5-10 minutes to get through admissions.

Other information:

- If you wish to visit the Gaol and Towers and Ramparts attraction it is probably best to do so when you first arrive as it can get very busy later in the day.
- If you wish to visit the Princess Tower (most suitable for Primary Schools) it is probably best to book a time slot when you first arrive at the Castle.
- If you wish to visit the Castle Dungeon attraction (suitable for Secondary Schools) then it is best to pre book a slot when you are arranging your visit.
- Smaller groups (of about 15) can get through the attractions more easily.
- The timings of all shows can be checked in the week before your visit on the website.
- Some Primary Schools may struggle with climbing The Towers and Ramparts as there are over 500 steps to reach the top. A good view can also be seen from The Mound.
- Primary schools should enjoy the Pageant Playground.

Educational tours and talks

Warwick Castle offers a number of different talks and tours suitable for pupils at Primary and Secondary level with just the right mix of education and fun to bring learning to life.

The tours are available throughout the year and the talks run between Easter and Halloween. The talks and tours can be easily integrated into a day at the Castle. An additional charge of £2 per student will apply. All talks and tours must be booked in advance and are subject to availability.

Education facilities

Warwick Castle does not have a designated education centre; the talks and tours take place throughout the Castle and its grounds.

Educational tours

Our tours are the perfect bite-sized chunk of information for children and are lead by one of our inspirational costumed guides.

Tour	Subject	Learning theme	More information	No. of places	Duration	Times (weekdays)	Price
Mediaeval tour	History	Mediaeval history	The tour is led by a Costume Character and covers the King Maker and Great Hall. It involves a guided tour followed by a Q&A at the end of the session. It is suitable for any age. Meet the tour leader at the Gatehouse & Barbican. The tour must be prebooked.	Min 10 Max 30	30 mins	10.30am 11.30am 2pm	£2 per person
House tour	History	Georgian history	The tour is led by a Costume Character and covers the Great Hall, State Rooms and Chapel. It involves a guided tour followed by a Q&A at the end of the session. It is suitable for any age. Meet the tour leader at the Gatehouse & Barbican. The tour must be prebooked	Min 10 Max 30	30 mins	10.30am 11.30am 2pm	£2 per person

Educational talks

Talk	More information	No. of places	Duration	Times (weekdays)	Price
Trebuchet	Pupils will be treated to a presentation from the Master of the Trebuchet who will explain the preparation and operation of the machine and listen to fascinating siege stories. Pupils will witness for themselves the jaw-dropping spectacle of the trebuchet in action when it is fired (twice daily between Easter and Halloween – please note the Trebuchet is not fired during the talk). The talk must be pre-booked. Groups meet their guide at the Trebuchet.	30	20-30 mins	12pm 1pm 2.30pm.	£2 per person
Birds of prey	Meet our Falconer and let your pupils get close to magnificent birds of prey. They will learn about the natural environments of these birds, the differences between species and their original use at the Castle. Pupils will also have the opportunity to see the birds in action during one of the public displays which take place throughout the day (although please note the birds are not actually flown during the talk). The talk must be pre-booked. Groups meet the Falconer at the Mews.	30	20-30 mins	10.30am	£2 per person

FREE teaching resources

There are 2 free educational resources available to download from the Warwick Castle website. The resources support the tours available during your trip and are also valuable standalone resources. They provide background information about the Castle, in depth information about the topics covered, pre-visit exercises and Pupil Worksheets to be completed following the trip. The resources cover Key Stage 1, 2 and 3.

Primary resources

Resource	Curriculum subject	Supporting teaching materials
Mediaeval Britain	History	<p>A resource developed to support pupils learning about the function of the castle during the Mediaeval period. The resource contains 16 Pupil Worksheets which ask pupils to carry out activities such as designing their own coat of arms, examining the Castle's defensive features and labelling diagrams of Mediaeval war machines.</p> <p>The Worksheets also examine Mediaeval society providing exercises to help pupils learn about the impact of the Black Death and Crime and Punishment during Mediaeval times.</p> <p>The resource covers the following topics:</p> <ul style="list-style-type: none"> ○ Norman invasion – The Castle's beginnings ○ Castle structure ○ War machines ○ Crime and punishment ○ Preparing for battle ○ The Black Death <p>The resource can be used to support the Mediaeval tour providing activities for before, during and after your visit.</p>
Victorian Britain	History	<p>A resource consisting of 3 Pupil Worksheets designed for pupils to complete whilst they are visiting the Mill and Engine House. The sheets help pupils to learn about the change in the Mill's function over the ages, from grinding flour during the 14th century to its conversion into an electricity generator during the Victorian period.</p> <p>Accompanying Teacher Notes are provided to help with the delivery and marking of the Pupil Worksheets, as well as suggesting activities which can be carried out before your visit to the Castle.</p>

Personal and social development

A trip to Warwick Castle provides a great environment for educational enrichment. Navigating through the Castle offers opportunities to develop:

- Social skills
- Teamwork
- Self confidence
- Independence
- Responsibility

All in all, the Castle provides a memorable day out that supports both educational learning and personal development.

Storing your bags

There are no lockers available. However coaches will be parked quite close to the Castle so bags can be left on board and teachers will be allowed to leave the park to collect them.

Lunch arrangements

No covered areas are available for lunch. If weather is bad the Restaurant Manager may be able to allocate space in the restaurant but this cannot be guaranteed. Many schools choose to eat their lunch during one of the shows to save time.

There is no separate schools area provided for lunch, although the Pageant Field is quieter area away from most of the crowds which could provide a good environment for schools to eat their lunch.

Toilet facilities

Toilets are located at various locations in the Castle. These are clearly shown on maps and sign-posted within the attraction. A unisex individual disabled toilet is located at the stable courtyard.

First aid

If first aid is required, contact a member of staff who will call a qualified First aider who will arrive in a couple of minutes. First aiders can be identified by a badge on their tunic.

Lost children

Lost children should report to a member of Warwick Castle staff.

Wheelchair access

Warwick Castle was built as a mediaeval fortress and, as such, it has a large number of steps and narrow doorways which present limitations for guests who use a wheelchair. Full information about the facilities for wheelchair users at Warwick Castle can be found at www.warwick-castle.com

Planning your day

It should be possible for your students to enjoy everything which Warwick Castle has to offer during a one day trip to Warwick Castle; however it is advised to book all talks and tours in advance.