

ROYAL ARMOURIES



School Welcome Pack

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HERITAGE LEARNING
2023 - 2028

The Royal Armouries **School Welcome Pack**

Thank you for booking with us!

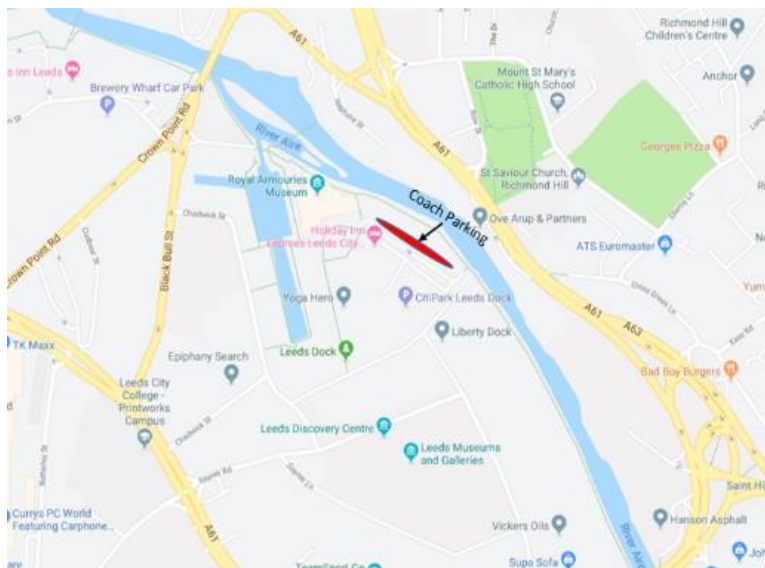
We hope you have all the information you need to have a fun and incredible day out to the Royal Armouries Museum. We look forward to seeing you.

If you do have any further questions before your visit, please do get in touch:

Email educate.leeds@armouries.org.uk

Phone: 07785 692 443

Getting to the Royal Armouries Museum



The Royal Armouries Museum
Armouries Drive, Leeds, LS10 1LT

Opening Hours
Term-Time
Tuesday-Sunday 10:00-17:00

Plan your journey

Allow plenty of time for your journey.

Public Transport

Getting to us by bus: The Royal Armouries Museum is approximately 15-20 minutes walk from Leeds Bus Station (approximately 0.9 kilometres/0.6 miles)

Getting to us by train: The museum is approximately 20-25 minutes walk from Leeds railway station (approximately 1.3 kilometres/0.8 miles)

Arriving by coach or minibus

There is a minibus and coach drop off on Armouries Drive. There is free coach and minibus parking available and must be booked in advance with our education team. On arrival at the museum, please park in the designated coach bays in front of the tiltyard. Please refrain from stopping or parking in front of the Holiday Inn Express as this may result in a fine. Please ensure you have your vehicle registration ready with you on arrival to

as this will be recorded when you sign in.

Arrival at the museum

The museum entrance is 100 metres (approximately 110 yards) across Armouries Square from the coach park and drop-off point. All access routes to the museum entrance are step free.

On arrival, please report to a member of staff inside the entrance to sign in (facilitated and self-guided groups). If you are at the museum for a facilitated workshop, you will be met by a member of the learning team.

All groups will be asked to fill out a short form detailing exact visitor numbers and contact information for the visit. Your contact information will never be passed on to any 3rd party group.

You will be informed of any talks and demonstrations which will be occurring in the museum throughout the day.

Museum Maps

War Gallery Floor 2

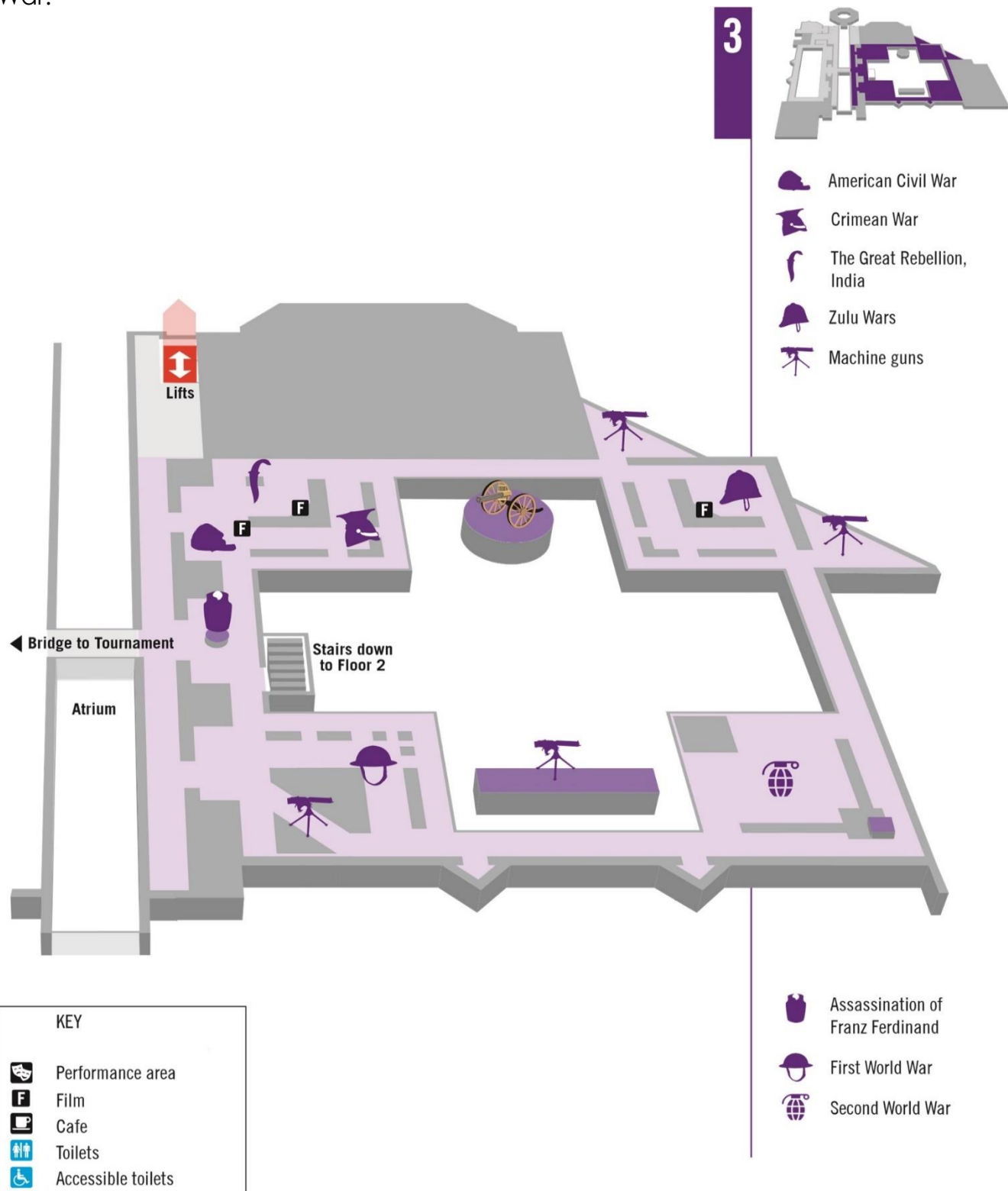
In this, the largest gallery of the museum, you can trace the development of warfare and weapons from the earliest days of hand-to-hand combat to today's technology-based battles. The displays on Floor 2 are arranged loosely in chronological order, with objects from Ancient Greece through to the 19th century.



War Gallery Floor 3

Access via the stairs from Floor 2 or the lifts, the mezzanine level of the War Gallery on Floor 3 continues to explore the development of warfare through the 1800s and into the 20th century.

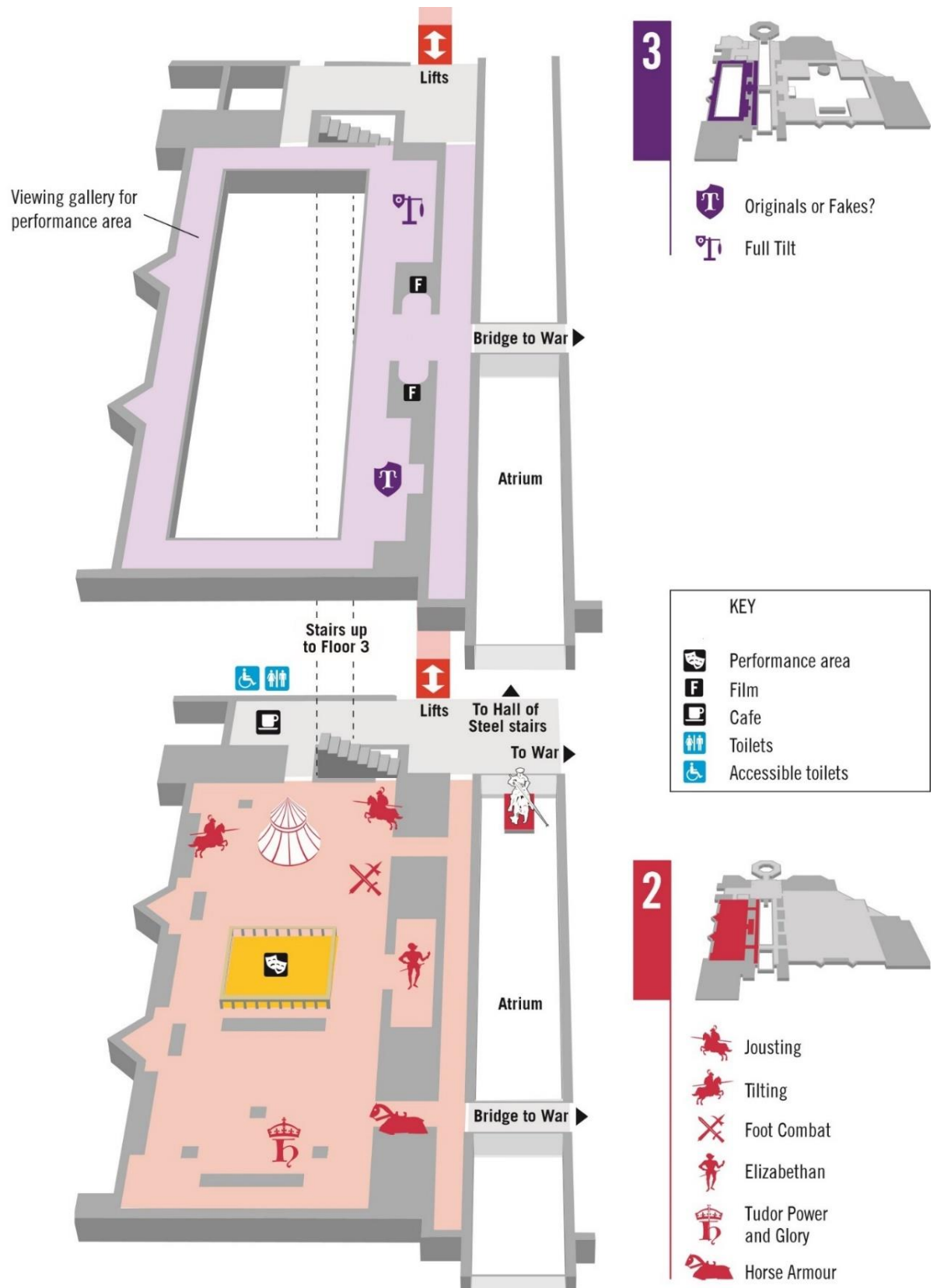
There are 4 main displays: The Great Rebellion in India, Britain's colonial wars in Africa, and on the other side of the gallery, The First World War and Second World War.



Tournament Gallery Floors 2 and 3

This gallery, located on Floors 2 and 3, displays the weapons and special armours created for use in competitions. The Gallery largely focuses on the Tudors, with a range of objects associated with Henry VIII and Elizabeth I.

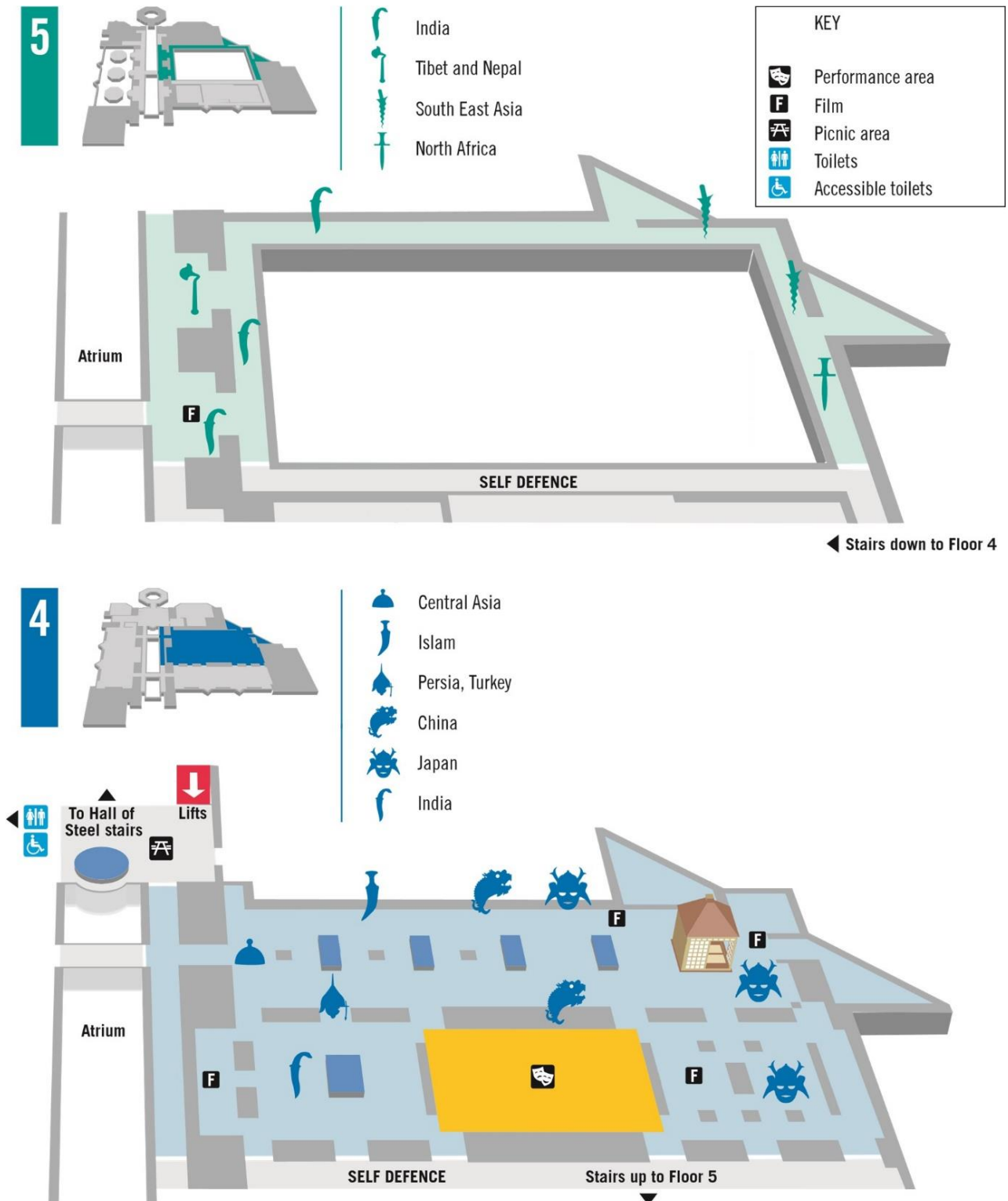
Up the stairs on Floor 3 there is the Full Tilt exhibition exploring modern jousting competition.



Asian and African Gallery Floors 4 and 5

This gallery, again spread across 2 floors, explores some of the great civilisations of Asia and Africa. From mounted Samurai armour to our famous elephant armour, the gallery contains displays on the Middle East and Islamic traditions, India, China and Japan.

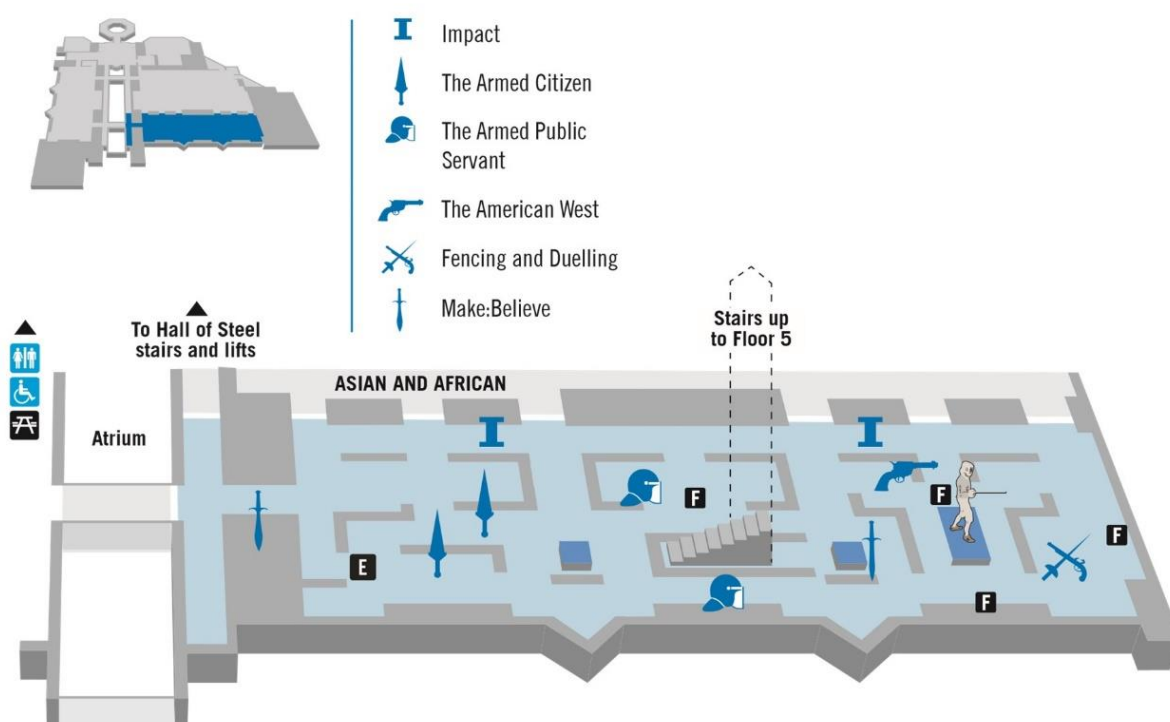
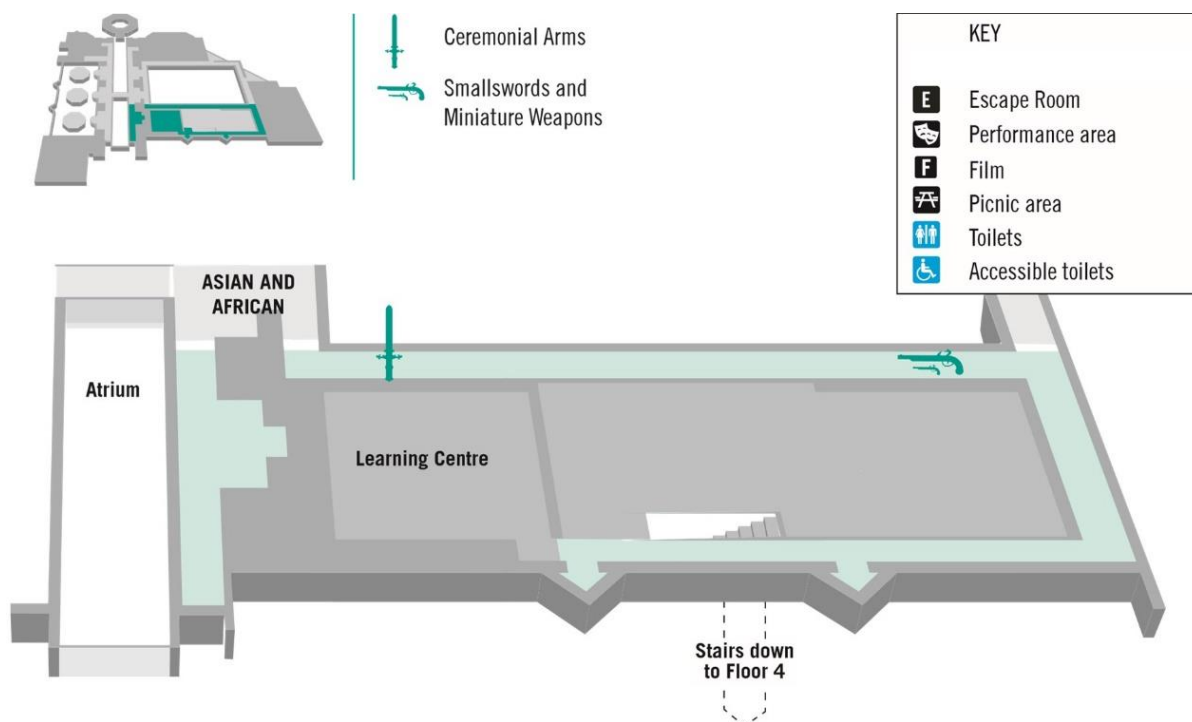
On Floor 5, accessed via the stairs in the Self Defence gallery or by the gold lift, you can explore displays on Africa and Asian countries such as Nepal and Tibet.



Self Defence Gallery Floor 4 and Learning Centre Floor 5

Located next to the Asian and African Gallery on Floor 4, the Self-Defence gallery, despite being the smallest in the museum, has many objects that have important social relevance today. The gallery itself explores the use of personal arms and armour for protection, as well crime and punishment.

The Make:Believe displays explore the use of arms and armour in popular culture and include many props from film and television.



Teacher Tips for a great day out

Before your visit

Make a familiarisation visit

Visit to plan your day. If you wish to make a teacher familiarisation visit, please speak to our education team at educate.leeds@armouries.org.uk. Where possible, a member of our team will meet you and show you round.

Check your timings

Please check the arrival and departure time in your confirmation email and if you have booked a workshop, the timetable that has been sent to you.

Risk assessments

You may be required to make your own risk assessment but also use ours to plan your visit.

Learning trails

As part of your visit, you may have some self-directed time in our galleries. If you would like to add extra focus to this part of your visit, please feel free to download and print the trails which our team will have sent to you.

Goody bags

To finish your trip, you may be interested in our goody bag offer. For £5, each bag will contain least 3 Royal Armouries branded stationary items. These can be ordered in advance and simply collected from the gift shop at the end of your visit. Payment will be added onto your invoice.



GOODY BAGS

£5 EACH

Add goody bags to your booking to give your pupils a keepsake to remember their visit by.

Our shop team will have the requested amount ready for collection at the end of your visit.

Each bag will contain at least 3 Royal Armouries branded stationery items.

*to the value of at least £5 RRP items included will vary subject to availability.

On the Day

Lateness

If your group is running late, please inform us when you can on [07785692443](tel:07785692443). We will do our best to ensure your group gets a full workshop. However, please be aware there is a risk that the session will be adjusted, shortened or cancelled due to other bookings on the same day. Therefore, it is important that you arrive on time for the start of your first session. You will be sent a timetable with your booking confirmation detailing the time of your first session.

Toilets

Please plan to arrive in good time to allow for a toilet break before your activities start. The facilities provided are:

- Male and female toilets located on Floors 1 and 2. There are also additional male and female toilets in the café on the Ground Floor.
- There is a gender-neutral toilet available on Floor 4.
- The staff only toilets on Floor 4 can be used by school pupils.
- Disabled toilets on Floors 1, 2 and 4. There is also a changing spaces toilet on the ground floor accessible by radar key. Please ask for the key from our visitor services team if required.
- The nearest toilets to the lunchroom are those on Floor 4.

Toilets are shared with members of the public. We recommend checking the toilets are clear before your pupils use them. You can politely ask members of the public to wait whilst your pupils are using the facilities. If you do need assistance at any point, please ask a member of staff.

Lunch area and bag storage

Groups that have facilitated workshops have a reserved lunch space built into their booking, unless communicated otherwise. The lunchroom may be shared with another school, but tables are reserved to ensure an appropriate level of separation and safeguarding.

You will be able to drop off lunches and coats in this space prior to your workshops if time allows. Please note that possessions are left at the owner's risk as the room cannot be locked, and the Royal Armouries cannot be held accountable for any loss or damage.

Please speak to the learning team prior to your visit if you require secure storage. Where possible this can be arranged for you. There are also lockers located on the ground floor of the museum which you can use for a small charge.

Self-directed groups are required to keep their lunch bags and coats on their persons. Please discuss potential lunch space options with the learning team prior to arrival, as location and availability will depend on group size and other factors. The Royal Armouries team will endeavour to provide a space, however, we cannot guarantee this. There are picnic areas on Floors 2 and 4 to use if you are lunching at the museum as part of a self-directed visit, but these are first come first served.

Please be aware that no open food or drink is permitted in the galleries for the protection of the objects.

Additional Useful Information

Workshops

Workshops facilitated by our education team are an excellent way to enhance learning. A facilitated workshop must be booked in advance. We have workshops suitable for a wide range of age groups and topics, please just ask! Generally, our facilitated workshops can accommodate 70 pupils per morning and 70 per afternoon.

The Royal Armouries reserves the rights to alter or withdraw any package, facility, show or exhibit without prior notice.

Accessibility

We welcome every visitor through our doors and want everyone to have a spectacular visit. Please see our accessibility information:

[Accessibility at Royal Armouries Museum | Royal Armouries](#)

All of our galleries are accessible via the lifts, and we have access friendly toilets on Floors 1, 2 and 4 and in the outside Tiltyard.

If you have booked a facilitated session, please contact a member of the learning team at educate.leeds@armouries.org.uk with any information regarding physical, learning and behavioural access needs so we can ensure each pupil is catered for.

We also have sensory backpacks available for free to encourage, support, and enhance the museum experience of children and young people with special educational needs and disabilities.

- Fun and soothing sensory toys and ear-defenders
- They can be used for the duration of your visit
- Collect from the learning team and return when you leave.

Please let us know if you wish to use these and our team will arrange this for you.

If you have booked a self-directed visit and would like more information, we are more than happy to answer your questions. Please contact the learning team.

Costs

Please see your confirmation document to see the amount you are charged and your terms of cancellation. In such circumstances that the Royal Armouries Museum should we need to alter, postpone or cancel your booking at short notice for reasons beyond our control, for example if our staff test positive for COVID-19, or government guidance changes, the Royal Armouries cannot be held liable for any other costs your planned visit incurs.

Post-visit Resources

We don't want your learning experience with the Royal Armouries to end when you walk out of our doors. All our workshops are tailored to the National Curriculum or exam specifications and can therefore be used back in the classroom. To enhance the impact of our sessions, we have developed some post-visit resources for our workshops, which will be updated as we see fit. These resources do not just focus on History but are cross-curricula, particularly with English and Art. You can find them under the Learning tab on the Royal Armouries website.

[Education at Leeds | Royal Armouries](#)

Top Tips:

- There are 4 lifts to floors 1, 2, 3 & 4. Only one lift goes to floor 5, which has a gold frame around the door. Please note there are no stairs between floors 1 and 2 and floors 3 and 4.
- Stairs between floors 2 and 3 can be found in within the Tournament Gallery and War Gallery. Stairs between floors 4 and 5 are in the Self-Defence Gallery.
- Photography is permitted but please no flash! This is for conservation reasons.
- A First Aider is based at the museum entrance.
- In an emergency evacuation, staff will issue instructions on where to go.
- Our safeguarding policy is available on our website [SAFEGUARDING POLICY 2009-03-25](#).
- Workshop risk assessments are also available via the learning team and will be sent through upon confirmation; if you need them resending, please let us know.
- Guide and Assistance Dogs are welcome.

Lost child

In the unlikely event of a missing child:

- 1) please inform a member of museum staff as soon as you can.
- 2) The duty managers and security will be informed, and you will be accompanied to the red desk on the Ground Floor of the museum.
- 3) Museum staff will coordinate via radio to conduct a localised search for 10 minutes.
- 4) Should the missing child not be found within 10 minutes, a full site search will be conducted. This will last for a recommended 30 minutes.
- 5) After this, our normal procedure will be to call the police. The duty managers will use their best judgement based on the circumstances and the information provided to them by teachers, as to whether the police should be involved at an earlier or later stage than the recommended timings.
- 6) In the event of child being found alone in the museum, they will be accompanied by museum staff to find their group/teachers. If the group cannot be immediately found, the child will be accompanied to the red desk on the Ground Floor and, using the contact details provided on the sign in form, museum staff will contact the group leaders.

Use the red desk on the Ground floor as a meeting point for your pupils should any become separated from your group. We recommend you make pupils aware of this during your visit.

Further information on our procedure can be found in sections 15 and 16 of [Safeguarding-Procedures-2022114_TL.pdf](#).

Museum code of conduct for teachers & education group leaders

To ensure an enjoyable and safe experience for all our visitors we politely ask you to follow our Code of Conduct.

1. Teachers and adult helpers are responsible for student's behaviour whilst visiting the museum.
2. All school and education groups must have an adequate number of adults with their group. The museum requires the following ratio of adult to pupils:

Pupil Age	Adult : pupil ratio
4 - 7	1:10
8 - 11	1:15
12 - 16	1:20

3. While we encourage pupils to explore the galleries, accompanying staff must stay within the same gallery as their pupils. If splitting into smaller groups, pupils must remain in the same gallery as their staff. Pupils over 16 can explore by themselves but we kindly ask accompanying adults to stay in proximity.
4. We encourage discussion and group work in the galleries, but please be respectful to other visitors and demonstrations taking place.
5. Any accident, regardless of how minor, must be reported to a member of the museum staff. Qualified first aiders are always available.
6. No running inside the museum premises.
7. In the event of a fire evacuation, follow the instructions provided by Royal Armouries staff.
8. Photographs are permitted within the museum but only with your flash turned off (This is because your flash can damage the objects).
9. No food or drink is to be consumed in the museum galleries. Please use the allocated lunch space or picnic area.
10. The Royal Armouries reserves the right to refuse admission to any party or parties. The Museum does not tolerate inappropriate behaviour, and this may lead to the exclusion of the party from the Museum.
11. Members of the visitor services team will be in and around the museum to help you with any queries. They can contact the Education team should you need them.

Terms and Conditions for facilitated education bookings

Payment:

- Please see your Booking Confirmation for your payment amount and Terms and Conditions of this payment.

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Changes and Cancellations:

- If you do wish to make changes to or cancel a workshop, please do this in writing by contacting educate.leeds@armouries.org.uk.
- The Royal Armouries is not liable for any costs your organisation incurs in the pursuit of a visit should a visit not go ahead for any reason. This includes (but is not exclusive to) if the Royal Armouries needs to cancel your visit to ensure the safety of staff and visitors or if government guidance changes.
- If your group is running late, please inform us when you are able on [07785692443](tel:07785692443) (Royal Armouries Museum Leeds). We will do our best to ensure your group gets a full workshop. Please be aware there is a risk that the session will be adjusted or cancelled due to other bookings on the same day.