

ROYAL ARMOURIES



Education Visit 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



Plan your journey

Allow plenty of time for your journey. If you have a facilitated workshop booked, your confirmation documentation will detail the arrangements for late arrival.

Arriving by coach or minibus

There is a minibus and coach drop off on Armouries Drive, in front of the Tilt Yard. Parking these vehicles is free of charge, but must be booked in advance with our education team. On arrival, park in the designated coach bays as detailed in floor markings. Stopping or parking in front of the Holiday Inn Express will result in a fine. You must have your vehicle registration ready with you on arrival at the museum building, as this will be recorded when you sign in. Failure to do so will result in a fine.

We do not have the ability to park cars for free. These vehicles must use the Citipark Multistorey and pay appropriately. There are five disabled spaces on Armouries Drive alongside the coach parking bays, which operate on a first-come, first-served basis. More are available in Citipark.

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)

Arrival at the museum

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

Upon arrival, 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 education team. You will be required to fill out a short sign-in form.

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

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.

Before your visit

Make a familiarisation visit

If you wish to make a teacher familiarisation visit, please speak to our team 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 times in your confirmation paperwork. We require to know any variations ahead of time for discussion. Changes to session timings may not be possible due to other bookings.

Risk assessments

Our site and workshop risk assessments will be sent upon confirmation. You are responsible for the completion of any others required by your organisation.

Gallery 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 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 stationary items. These must 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 call [07785692443](tel:07785692443) as soon as you are able. We will do our best to ensure your group gets a full workshop. However, be aware there is a risk that the session will be adjusted, shortened or cancelled due to other bookings on the same day. You will be sent a timetable with your booking confirmation detailing the time of your session(s).

Toilets

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

- Ground floor: Changing Places toilet (please ask staff for access) and 2x male and 2x female toilets via the Café. The café toilets should only be used in an urgent situation due to the limited number.
- Floor 1: Male and female toilet blocks. 1 x disabled toilet.
- Floor 2: Male and female toilet blocks. 1x disabled toilet.
- Floor 4: Gender neutral toilet block. 1x disabled toilet. NOTE: there is a 'Staff Only' toilet block which schools are allowed to use while onsite. The toilets on this floor are the closest to your lunch space.

All toilets are shared with members of the public. We recommend checking that the toilets are clear before your pupils use them. You can politely ask members of the public to wait while 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 will be shared with other schools, but tables are reserved to ensure an appropriate level of separation. Should anyone have allergies within your group, this needs to be communicated prior to arrival and any adjustments discussed.

Coats and bags will be dropped in the lunchroom before workshops, should time allow. The room cannot be locked; therefore, belongings are left at the owner's risk. The Royal Armouries is not accountable for any loss or damage.

If you do require secure storage, there are a small number of 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. 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 object.

Workshops

Workshops facilitated by our education team must be booked in advance.

The Royal Armouries reserves the right 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 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, medical, learning and behavioural access needs so we can ensure each person is catered for.

We also have sensory backpacks available for free to encourage, support, and enhance the museum experience.

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

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

Costs

Please see your confirmation document to see the amount you are charged and your terms of cancellation.

Pre and post-visit Resources

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 complementary resources for our workshops, 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 the flash must be off! 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 muster point is in front of the Tilt Yard, near the coach parking.
- 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 an adult 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 accompanying adult(s), as to whether the police should be involved at an earlier or later stage than the recommended timings.
- 6) In the event of a child being found alone in the museum, they will be accompanied by museum staff to find their accompanying adult(s). If the adult(s) 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 adult(s).

Use the red desk on the Ground floor as a meeting point for your group should any become separated. We recommend you make all persons 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](#).