

# Guidelines for schools bookings

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## How to book a visit

To book an exhibition visit or workshop please go to [roy.ac/teachers](https://roy.ac/teachers) and fill out the booking form.

All our workshops, tours, private views and teacher events are available to book the term before they take place (around three to four months before).

### **All our workshops at the RA are free of charge.**

We offer free entry to our exhibitions for groups of 10 or more full time students and accompanying teachers. Exhibition visits and tours must be booked in advance. Availability is limited and varies with each exhibition.

When you book, your group will be allocated a time slot. It is important your entire group keeps to the allocated entrance time. Failure to do so will result in your school risking being refused entry in future.

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## Teacher to student ratio

**Key stage 2** | Please allow for a ratio of 1 adult to every 6 students (1:6)

**Key stage 3, 4 & 5** | Please allow for a ratio of 1 adult to every 15 students (1:15)

**In all retail spaces at the RA, including shops in Burlington House and Burlington Gardens, please allow for a 1:10 ratio, so one adult accompanies every ten students.**

Our programmes are designed for students key stage 2 and up. Please get in touch if you are interested in bringing a younger group. Please ensure young students have adult supervision at all times.

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## Changes and cancellations

Please let us know as soon as you can if you need to change or cancel a booking you have made with us.

We strongly encourage teachers to confirm the availability of students and secure transportation for the requested date prior to booking with us.

Although all our workshops and tours are free, if you cancel within two weeks before your scheduled workshop or guided tour you will be charged a **cancellation fee** to cover the cost of the tutor or guide. Please ensure that if you need to cancel that you do it at least two weeks before, and you will not be charged.

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## Transport

Free travel is available through the Transport for London School Party Travel Scheme. We do not have coach parking onsite.

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## Risk assessments

The RA will provide a general risk assessment for the building. Teachers are encouraged to do a pre-visit for any other paperwork. Please send any permissions forms or health and safety documents at least a week in advance of your visit.

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## Arriving at the RA

Teachers should arrive at the Burlington House entrance hall and register their arrival with the Learning team. Please bring along the confirmation letter as proof of your booking, this will be exchanged for wristbands which allow access to the exhibition. The rest of the group should wait in the courtyard until the teacher has checked in. Once checked in, the group should enter the exhibition together. Please get in touch with us if your group is going to be late.

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## Cloakroom

We have limited locker space allocated on a first-come-first-serve basis. Please let the Learning Assistant know if you would like to use a locker and remember to return the key before you leave. The RA does not accept suitcases, artworks, musical instruments, bicycles or skateboards in the cloakroom.

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## Lunch

**We do not have a lunchroom.** The Clore Learning Center can be used for lunch at the end of workshops for primary groups, please enquire about this when you book. In the summer, groups are encouraged to eat in the open-air courtyard or Green Park.

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## Things to remember when you are in an exhibition

- Teachers should stay with their group at all times
- Wristbands should be visible at all times
- No lecturing is permitted
- Ensure your group understand they are not to touch any of the art works or run in the galleries
- No guarantee of admittance 15 minutes before or after your allocated time
- Sketching with pencil is permitted in the galleries but no other materials are allowed
- Please use provided gallery seating rather than sitting on the floor to sketch
- Please be considerate of other visitors

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## Contact us

If you have any questions please get in touch with the Learning Assistant at [studentgroups@royalacademy.org.uk](mailto:studentgroups@royalacademy.org.uk) or 020 7300 5995