

## Visit Parliament programme

### Pre-visit checklist

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#### Immediately

- Check the details of your visit are correct in the Confirmation Letter
- **Students must be accompanied by an adult on their tour** - ensure you are bringing a minimum of **1 adult for every 15 students**
- Return the reply form

#### Before your visit

- Plan where and when you will eat your lunch - we do not have the facilities for students to eat their packed lunches on the premises.
- We will contact your MP in advance of your visit to Parliament and invite them to meet your group – please do not try to make arrangements yourself.

#### On the day

- Please arrive at **Portcullis House**, opposite the London Eye, on Victoria Embankment. Coaches may drop students immediately outside Portcullis House. We are unable to provide parking spaces for vehicles.
- On arrival groups should form a line along the glass frontage and wait for a member of Education Service staff to come outside and meet you.
- If you arrive more than 5 minutes in advance of your designated start time please note you will not be admitted to the building.
- If you are running late please telephone our bookings line as soon as possible on **020 7219 4496** and indicate when you expect to arrive.
- Both the children and adults in your group may be subject to an airport-style security search as you enter the building.
- Please be aware that knives, sharp items (save for medical purposes), paint sprays, and items that make noise, such as whistles, are not allowed on the Parliamentary Estate.
- Please try to minimise the amount of bags you bring. Any bags the children carry will be securely stored for the duration of the visit.
- You are welcome to bring a camera to record your group's visit and may take photographs during the education workshop and on some parts of your tour.
- The visit does not include a visit to the gift shop.
- At the end of your visit you can meet your coach at the pick-up point outside the main entrance to Portcullis House.