

Education Visits tours with workshop FAQs

What is the maximum number of pupils I can bring?

Individual tour with workshop timeslots have a published capacity of 32 people including accompanying adults, which must include the following ratios of adults to pupils:

Age 5-7: 1 adult to 7 pupils Age 7-18: 1 adult to 15 pupils

If you would like to bring more pupils than a timeslot can accommodate, you may need to book multiple timeslots with the same adult to pupil ratio as above or part thereof.

Due to the high demand for tours and workshops, bookings are limited to 3 time slots in a term for a total of 96 people to include accompanying adults. Please be aware that we reserve the right to refuse entry for groups who do not bring enough accompanying adults.

What is the minimum number per group?

Due to the popularity of the programme, the minimum group size is 5 pupils plus no more than 2 accompanying adults. However, please discuss your needs with us if you are an SEN group.

What ages do you cater for?

Bookings are open to UK school/college audiences aged 5-18. Unfortunately, we cannot offer places to groups older than Year 13/S6, due to the high demand for these places.

Can we bring a group of university/PGCE/adult students?

University and adult groups should contact our Parliamentary Outreach team on 020 7219 1650/6664 or parliamentaryoutreach@parliament.uk or your local MP who can apply for a tour permit. PGCE students should contact the Education Outreach team on teachertraining@parliament.uk

How long does this experience last?

The tour with workshop experience lasts for 2 hours and 15 minutes in total for each time slot.

Where do we need to come to?

Details of where you need to arrive are printed on the information Parliament's Education Service sends to you after you've made a booking – from September 2015 this will normally be the Parliamentary Education Centre, accessed from Victoria Tower Gardens. If you are unsure of where you need to arrive, please call 020 7219 4496 for more information.

What happens if we are late?

Please telephone our bookings line as soon as possible on 020 7219 4496 and indicate when you expect to arrive. We will try to adapt the programme to include as much as possible within the time slot. Unfortunately we will have to finish at the advertised time due to the popularity of our programme with other booking groups.

Is there space to eat/drink our own refreshments at Parliament?

If you are booked on a tour and workshop programme arriving at the Education Centre, you can use our *Adjournment* space for half an hour after your scheduled visit time to

eat/drink your own refreshments in. Please note that we cannot allocate this space outside your allotted time. If you are not arriving at the Education Centre, or are on a shorter tour programme, we cannot provide these facilities for you - The Palace of Westminster is a UNESCO World Heritage Site and a working building; we do not have the flexibility other visitor attractions may have for this purpose. If the weather allows, you may wish to eat in nearby St. James' Park. Alternatively, there are a range of cafes and restaurants nearby and the Jubilee cafeteria off Westminster Hall, where food/drinks can be purchased.

Is there parking available?

There is a drop off point on Abingdon Street for the Parliamentary Education Centre, immediately outside the Victoria Tower Gardens. There is also a drop-off and pick-up point further away from the Education Centre outside Portcullis House on Victoria Embankment. We are unable to provide parking spaces for vehicles anywhere on the Parliamentary Estate for reasons of security. There is an underground car park at Abingdon Green, opposite the Victoria Tower, but it does not take coaches, due to height restrictions. Details of available coach parking in central London can be found on the Transport for London website.

Is there provision for groups with special educational needs?

We welcome visits from groups with SEN. Please contact our team to discuss your specific requirements on 020 7219 4496.

Is the Palace of Westminster accessible to wheelchair users?

Yes it is, although at some points along the tour, an alternative route is taken. Please let us know of any wheelchair users or mobility needs in advance of the visit, so that we can ensure a smooth running visit. There are appropriate toilet facilities for wheelchair users in all buildings and along the visitor route.

Where in Parliament can we pray?

Please call us on 020 7219 4496 to discuss, so that we can find a suitable space for your size of group at the time/s you need around your visit.

Do we need to contact our school constituency MP in advance?

There is no need for you to contact your school's constituency MP directly. For the tour and workshop programme, we will contact your MP in advance of your visit to Parliament and invite them to meet your group. However, please be aware that they may be unavailable due to other commitments on the Estate or in the constituency.

Can we take photographs? It may be possible for teachers to take photographs on certain parts of the visit. Please check with your guide on arrival.

Do you have information to help us to prepare in advance for our visit?

Visit the *Teach* section of Parliament's Education Service website for lesson plans, videos, games and printed resources. Also see our *Information to help you to plan a safe visit* which will help with organising your risk assessment.