York Art Gallery: School Visit Pack

This document is intended to support schools who are planning a visit to York Art Gallery.

If this document is used to inform planning and/or risk management, then it remains the responsibility of the group leader to ensure that it meets with the requirements of their employer's guidance for visits, along with any health and safety policies.

You will be sent a copy of our **Site Risk Assessment for Visiting Schools** once your booking has been confirmed.

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Get in touch

If you require further details, or any support in planning your visit, then please contact our learning team at schools@ymt.org.uk or 01904 650348.

York Art Gallery

A. Terms and conditions

Making a booking

- All visits must be pre-booked. This can be done through our website or by contacting our learning team.
- Groups that arrive without booking may be refused entry. If a group is admitted then an entry fee will be charged for the visit, even if a school is normally exempt.

Entry fees: self-guided visits

- The following entry fees apply when making a self-guided visit to York Art Gallery:

School child	Additional adult in excess of free adult to pupil ratio
£3.75	£7.50

- There are no entry fees for any Primary or Secondary (Key Stage Three and Key Stage Four) school groups making a self-guided visit from a school in **North Yorkshire**. This **excludes fee paying schools**.
- Whilst there is a charge for each adult who accompanies a group over and above our free adult to pupil ratio, entry fees will not be charged for adults who are accompanying the group to assist pupils who require 1:1 support.

Supervision

- Pupils must be supervised at all times during a visit to York Art Gallery.
- Visiting groups must meet our **minimum ratio** for adults to children:
    - Under 5's (Reception and Foundation Stage): 1:4
    - School years 1-2: 1:6
    - School years 3-4: 1:8
    - School years 5-6: 1:10
    - School years 7-11: 1:15
- If a group does not meet the minimum ratio for adults to children, then they may be refused entry.
- Adults who are accompanying a group to assist pupils who require 1:1 support do not count towards the required ratio of adults to pupils.

Toilets

- Children must be supervised when visiting the toilets. A member of the gallery team will advise you where the nearest toilets are on arrival. Our toilets are open to the public.

Cloakroom and lunchroom

- The **Studio**, our school cloakroom and lunchroom, can be reserved when booking a visit on a first-come, first-served basis.
- For health and safety reasons, the space has a maximum capacity of 33 people. Larger groups will be required to stagger their lunch breaks.
- Any belongings stored in the Studio are left at their owners' risk.
- Schools are also welcome to enjoy their lunch in the York Museum Gardens, which are next to York Art Gallery.

Timings

- Please arrive no more than five minutes before your scheduled arrival time.
- If you are going to be late, then please notify us by calling 01904 650348 or emailing schools@ymt.org.uk as soon as possible.

Behaviour

- The behaviour of pupils remains the responsibility of group leaders.
- Please be respectful of other visitors as you move around the gallery.
- We ask that pupils do not run in the gallery.
- No food or drink can be consumed in the gallery outside of the **Studio**. The only exception to this is water contained in a bottle with a sports cap.
- There are numerous hands-on activities to enjoy throughout the gallery. We ask that children are supervised when using these resources, that any instructions provided are followed, and that everything is left neat and tidy afterwards for other visitors to use.
- Please do not touch any artworks on open display unless there is a sign encouraging visitors to do so.

Free teacher pre-visits

- We recommend that you carry out a **free teacher pre-visit** to York Art Gallery to familiarise yourself with the site. Teachers are entitled to bring up to one additional adult and two children with them as part of a free pre-visit.
- You can arrange a free teacher pre-visit as part of the booking process, or by contacting our learning team.

Risk assessments

- We ask that you carry out a risk assessment in advance of your visit. To help you, please consult our **Site Risk Assessment for Visiting Schools**, which you will be sent once your booking has been confirmed, along with the hazard and accessibility information that can be found in Sections D and E.

First aid

- A fully qualified first aider must accompany your group on the day of your visit. The primary responsibility for the welfare of your group rests with group leaders.
- Should a member of your group require assistance on the day of your visit, please inform a member of the gallery team. Accidents and near misses must be reported to a member of the gallery team as soon as possible.

Cancellation Policy

- If you accept your visit but are then unable to attend, we ask that you contact us within five working days so that we can allocate your time to another group. Where possible, we will try and help you rearrange your visit to another date.
- If you cancel your booking less than one week before the visit date, then your school will be charged a cancellation fee amounting to 50% of the visit fee.
- If you cancel your booking less than 24 hours before the visit date, then your school will be charged a cancellation fee amounting to 100% of the visit fee.
- If we (York Museums Trust) must cancel your visit due to unforeseen circumstances, then we will offer an alternative visit date for your group.

B. Travelling to the gallery

Address

York Art Gallery
Exhibition Square
York
YO1 7EW

Travel by public transport

- You can reach York Art Gallery by bus and train.
- There are several bus stops on Exhibition Square, which is immediately outside the gallery. For more information visit www.itravelyork.info/buses.
- The nearest train station is York. The station is a 20-minute walk from York Art Gallery.

Travel by coach

- Information about coach drop-off and pick-up points and parking for coaches can be found on the City of York Council website.
- The nearest coach park to the museum is Union Terrace car park and coach park. This is a six minute walk from York Art Gallery.
- Coaches can also drop off and pick up passengers at designated rendezvous points. The nearest ones to York Art Gallery are **Leeman Road** (Railway Rendezvous) and **Foss Bank** (Minster Rendezvous).

C. On the day

Entering the gallery

- Please arrive no more than five minutes before your scheduled arrival time. We recommend that you consider inclement weather when planning your trip, as you may be required to queue outside the gallery.
- Your group will be met at the entrance by a member of the gallery team. Please help our staff by identifying yourself as the group leader.

Toilets and belongings

- Your group will be directed to the **Studio** to store bags and coats (if the space has been reserved during the booking process).
- Toilets are available on the ground floor of the gallery in the reception area, as well as on the first floor. There is an accessible, gender-neutral toilet on both floors. All our toilets are open to the public.
- The nearest **changing places facility** can be accessed at York Explore Library and Archive (Museum Street, York, YO1 7DS). This is a five minute walk from York Art Gallery.

Induction

- A member of the gallery team will then give your group an introduction to York Art Gallery, outline our code of conduct for visiting schools, and what pupils can expect during their visit.

Art works with adult themes

- A number of artworks on display at York Art Gallery have **adult themes**, including nudity, which may not be suitable for younger visitors.
- We recommend that teachers make a **free pre-visit** to the gallery to familiarise themselves with our displays in advance.
- Members of the gallery team can provide advice on which areas of the gallery to visit to avoid artworks with adult themes.
- Please contact our learning team in advance if you require further details.

Self-guided visits: group management

- Some of the galleries at York Art Gallery are relatively small and can become easily crowded. When making a self-guided visit to the gallery, we recommend dividing pupils into groups of no more than 15, with each group beginning their visit at a different part of the site.

- There are numerous hands-on activities to enjoy throughout the gallery. We ask that pupils use these resources in small, supervised, groups, that any instructions provided are followed, and that everything is left neat and tidy afterwards for other visitors to use.
- Our **Turner, Wedgwood & Beyond: Inspired by Flaxman** exhibition contains the **Still. Move. Sculpt. Draw.** participatory gallery. This space contains resources which visitors can use to produce their own sculptures and sketches. We ask that schools visit the space in small groups of no more than 15 pupils at a time.

Image: The **Still. Move. Sculpt. Draw.** participatory gallery in the **Turner, Wedgewood & Beyond: Inspired by Flaxman** exhibition at York Art Gallery.

School Sketch Boxes

- We have two School Sketch Boxes which schools can borrow for free when visiting York Art Gallery. Each box contains clipboards, sketching materials and ideas for self-led activities to complete as you explore.
- Our School Sketch Boxes can be reserved when booking a self-guided visit to York Art Gallery or by contacting our learning team.

Lunch

- If you have reserved the **Studio** when booking your visit, you will be allotted a 30-minute slot in which to have lunch.
- If you are bringing a group of 33 pupils or more, you will be allotted a longer slot and asked to stagger your lunch break.
- Details about your lunch slot will be provided on your **Booking Confirmation Form**. This will be sent to you once you have booked your visit.

Shop

- The York Art Gallery shop has a range of gifts, books and mementos.
- We ask that group leaders supervise students and bring them into the shop in small groups of no more than 8 pupils at a time.
- Your group will be issued a timeslot in which to visit the shop as part of the booking process. Details about your shop slot will be provided on your **Booking Confirmation Form.** This will be sent to you once you have booked your visit.
- We ask that school groups do not enter the **Centre of Ceramic Art (CoCA) Shop**, which can be accessed on the first floor of the gallery.

Photographs

- Photographs for personal use taken without flash are permitted of works belonging to York Art Gallery.
- We do not have copyright permissions for works on loan so please do not photograph these. Signage will be in place in areas where photography is not permitted but, if in doubt, please speak to a member of our Visitor Experience Team.
- Filming is not permitted in York Art Gallery.

Fire evacuation

- If the fire alarm sounds, please follow the directions given by gallery staff to the nearest fire exit and assemble on the opposite side of the fountain in Exhibition Square.
- Your group leader is responsible for making a head count of your group and informing the warden (identified by a fluorescent jacket) at once if anyone is missing.
- Please do not re-enter the gallery until you are told it is safe to do so.

D. Hazard information

- We recommend that you carry out a risk assessment in advance of your visit. To help you, please consult our **Site Risk Assessment for Visiting Schools**, which you will be sent once your booking has been confirmed, along with the hazard and accessibility information that can be found below.

Outside the gallery

- York Art Gallery is located in Exhibition Square, which is a busy public area. Visitors should be mindful of nearby traffic.
- There is a fountain in Exhibition Square. Pupils should be supervised when around this.

York Art Gallery

- York Art Gallery is open to the public Wednesday to Sunday, 10am-5pm. Pupils must always be supervised by a responsible adult during a visit.
- Some doorways between galleries have sloped lips. Care should be taken to avoid falls.
- In some areas of the gallery light levels are kept low to help in the conservation of our displays.
- Some artworks are displayed on plinths that may be at head height for children, whilst others are surrounded by shin-high rope barriers. Care should be taken around these.
- Some artworks, such as the **Anthony Shaw collection** in the **Centre of Ceramic Art** (**CoCA**) are on open display. We recommend that pupils are supervised in these areas and that backpacks, or similar items, are worn to the front or held to one side.
- There are interactive displays and activities for pupils to enjoy throughout the gallery. Children must be supervised when using these.
- Toilets are available on the ground floor and first floor of the gallery. Pupils must be supervised when using these facilities. Extra care should be taken when opening and closing toilet cubicles to prevent fingers from being trapped.

The Artists Garden and Museum Gardens

- The Artists Garden is located at the rear of York Art Gallery, and can be accessed through the alleyway to the right of the main building.
- The Artists Garden connects, via the Edible Garden, to **York Museum Gardens**. The gardens are open to the public between 9am and 6pm. Pupils must be supervised by a responsible adult when visiting the gardens.
- There are numerous trees in the gardens. Storm damage can sometimes affect the stability of apparently healthy trees and branches.
- The ruins of St Mary's Abbey are located in York Museum Gardens. These should not be climbed upon. Care should also be taken around the ruins closest to the Yorkshire Museum, as these have sudden drops down to lower levels.

E. Access information

- Comprehensive access information for York Art Gallery can be found on our website.

Getting around outside

Exhibition Square

- There is level access from the street to the main entrance, though the surface of the paving slabs is uneven in places.

Getting around inside

Reception desk

- The reception areas contains an admissions desk, the museum shop, the entrance to the café, the toilets and the lift.
- There is level access from the main entrance to the reception desk. The desk has a lowered section for wheelchair users.

Lift

- There is a lift which gives access to the upper galleries on the first floor. The lift is located on the left-hand side of the reception space, around the small corner, and to the right of the toilets.
- The lift is 1060mm wide and 2190mm deep.
- Pupils should be accompanied by a responsible adult when using the lift.
- Due to fire evacuation requirements, we can allow access to no more than two wheelchair users on the first floor of York Art Gallery at time.

Toilets

- Toilets are available on the ground floor of the gallery in the reception area. There are also toilets on the first floor. There is an accessible, gender-neutral toilet on both floors. All our toilets are open to the public.
- The nearest **changing places facility** can be accessed at York Explore Library and Archive (Museum Street, York, YO1 7DS). This is a five minute walk from York Art Gallery.

Gallery shop

- There is level access from the main entrance to the shop.
- The route through the shop is 800mm wide or more.

The galleries

- Seating is available in all the galleries, and portable folding stools are available on request.
- The galleries on the first floor can be accessed using the lift.
- All gallery spaces are wheelchair accessible. However, the doors to the gallery spaces are not automatic. A member of the Visitor Experience Team can assist with doors if they are closed.

Light levels

- In some areas of the gallery light levels are kept low to help in the conservation of our objects.

Films

- Some of our gallery spaces have films running in them. Please get in touch with us if you require further details.

Noise levels

- Some areas of York Art Gallery can get very busy, particularly the reception area.
- Some of the videos in the gallery have audio. Please get in touch with us if you require further details.
- We have two pairs of ear defenders available for use by visitors. These can be adjusted for use by adults or children. Please ask a member of our Visitor Experience Team if you wish to use them.

Signage and display information

- All our signage and display information use a clear font and is at least 16pt.
- Easy read guides and colour overlays for dyslexic readers are available on request.

Emergency evacuation procedures

- We have emergency evacuation procedures for disabled visitors.
- The fire alarm has flashing lights.

Mobility aids

- Due to fire evacuation requirements, we can allow access to no more than four wheelchair users in the Yorkshire Museum at any one time.
- We have a manual wheelchair that visitors are welcome to borrow on a first-come, first-served basis. Please speak to a member of our Visitor Experience Team on arrival.

Animals

- We welcome all assistance dogs to our sites. We ask that they are appropriately trained, supervised, and always kept with you as we have many objects on open display. Water can be provided on request.
- Where possible, assistance dog owners should bring their Assistance Dog UK (ADUK) identification book and animals should wear the appropriate tabard or harness.