

◆ CHARLESTON ◆

THE BLOOMSBURY HOME OF ART & IDEAS

Before you visit – School / Group Leader Guidelines and Site Information.

We look forward to welcoming your school / group to Charleston. We want to ensure that you have an inspiring and safe visit with us. If you have any questions about any of the following information, please contact us before your visit.

Please share this information with your staff and adult helpers.

We encourage group leaders to make a preliminary planning visit to the site. Please contact staff to arrange a time for a free house tour and gallery visit.

Guidelines

Charleston staff are responsible for

- A short safety talk at the start of the visit.
- The content of the sessions.
- The safety of any equipment and artefacts used in the sessions.
- Maintaining a high standard of teaching, enabling pupils to make the most of their visit.

The Class teacher / Group leader is responsible for ensuring that

- Appropriate discipline is maintained during the visit.
- Charleston staff have been made aware of any special needs in advance of the session.
- Any child needing specific medication has brought it with them and the child and an adult present know how to use the medication needed.
- All helpers are aware of the purpose of the visit and the standards of behaviour expected of pupils.
- Parents of pupils on the visit have been informed of the need to wear clothing and shoes which are appropriate to the weather conditions and site as part of your activity is likely to be outside.
- Children are supervised at all times by group adults including using the toilets.
- The ratio of adults to pupils is maintained during the day and that Charleston staff are not left alone with children.
- Any litter, especially after eating packed lunches, is cleared away.

The helpers with the group are responsible for ensuring that

- Pupils' behaviour is maintained to the standard expected by the class teacher/group leader.
- They understand the purpose of the visit and timetable.
- They know of any special needs that the pupils in their group may have.
- They are with their group at all times particularly during the independent sessions.

- Parents cannot bring younger siblings on the trip and are asked to turn off mobile phones when they are in charge of groups.

Pupils should

- Be aware of the purpose of the visit.
- Understand the need for appropriate behaviour.
- Observe instructions and safety advice given by Charleston staff.
- Have mobile phones on silent if they have them.

House Tour

- Everything in the House is on open display and is very delicate. Please be aware that you cannot touch any of the objects in the House.
- You can use pencils whilst sketching or making notes in the House. (No other materials, including pens, crayons, coloured pencils or rubbers are allowed). We can provide clip boards, pencils and paper.
- No large bags can be taken into the House. We will find a secure place for them.
- No eating or drinking during the tour or in the Galleries.
- No photography is allowed in the House but please feel free to take photos in and around the garden areas and in the Gallery.
- The maximum number in one tour is 10 which must include at least one adult helper. To save time, please could you split your group in advance. The Charleston team will not take over the responsibility of the group's behaviour on the tour, or any other activity so please ensure you have sufficient staff members to cover that role.

First Aid

- Every group should have its own first aider and first aid kit.
- Every group should have someone who could accompany a child to hospital if necessary.
- Charleston staff should be informed of any accident/illness
- Group leaders should report any incident which occurs during independent activity to the front desk for recording in the accident book.
- Charleston staff will help with locating telephone and calling emergency services if required.

Risk Assessment

A **School and Group Risk Assessment** is available to download (for guidance only).

Site Information

It is essential that children are supervised at all times by group leaders and adult helpers. Children are the responsibility of group leaders and group adult helpers at all times while on site.

- We are situated next to a working farm, so please suggest to your group to bring appropriate clothing and footwear. The ground is uneven in places and can get muddy if we have wet weather.

- The lane alongside the house is occasionally used by farm vehicles as well as other traffic.
- There is a large unfenced pond situated in front of the house and several small unfenced ponds within the gardens.
- There is space to run around in the Centenary Garden area otherwise we ask that children walk while on site, including in the gardens.

Accessibility

- The ground floor of the House is accessible to wheelchairs and there is a short flight of steps to the second floor.
- The workshop areas, Galleries and shop are all accessible to wheelchairs.
- The Hay Barn has a hearing loop.
- The Garden has uneven paths and some gravel areas.
- Our site is based on a farm and the ground is infirm. The carpark has small stones on its surface.
- There is a wheelchair on site for visitors to use.

Lunch facilities and refreshments

The Centenary Garden, Orchard and the Paddock are available for outdoor picnics. If you have booked a tour / session on Mondays – Fridays the Hay Barn can be used as an inside lunch space (subject to availability and advance booking).

The Threshing Barn café, situated next to the Hay Barn, is open from Wednesday to Sunday from 10 am. We suggest that group leaders order any food or drinks for lunchtime on arrival at the site. On Mondays and Tuesdays the café is NOT open and there is nowhere on site to buy refreshments – please make sure your children / students and staff have their lunch and drinks with them.

Toilets

Toilets, including accessible toilets, are situated in the corridor between the Hay Barn and Galleries and near the House opposite the Old Garage.

Shop

Charleston has a gift shop and a shop in the Galleries with various suitable items such as postcards. The shops are open Wednesday to Sundays from 10am – 5pm. On Mondays and Tuesdays a shop can be opened by prior request.

Booking and Payment

Please ensure that you have confirmed your booking with the Learning Team. Charleston will send you an invoice which is to be paid before the visit. Please see our *Educational Visit Terms and Conditions* document for further information about bookings.

Additional information about Charleston

At Charleston there are examples of the artists' work across the site. In some cases, there are studies of the nude (both male and female) which, from the artist's view,

highlight the human form as art. For younger pupils, please prepare your class appropriately.

The introduction and tour contain reference to the Queer history at Charleston. Please contact us if you wish to discuss this further.

Getting to Charleston

The Charleston Trust, Firle, Lewes, East Sussex BN8 6LL.

- Please follow the brown signs on the A27.
- Access to Charleston is via a single country lane with passing places.
- Please follow the Charleston signs once on the lane and TURN OFF sat nav.
- Please drive slowly as it is a rural lane with some tight curves.
- Once onsite, enter the large car park where you will find appropriate parking for coaches or minibuses.
- On foot from the car park, follow the pedestrian signs to the house. The introduction session will take place in the Hay Barn which you will see facing the House. A member of our team will be there to welcome you.

Contact

Email info@charleston.org.uk
Phone 01323 811626

We look forward to welcoming you at Charleston.