

Information for Education Groups

Here you can find all you need to plan every aspect of your visit, from risk assessments to key information. Our education team is here to help make sure you have a happy and successful visit; if you would like to discuss any other requirements please contact us at learning@waddesdon.org.uk.

Enquiries and Booking

- We will send you a confirmation letter as soon as your booking form has been returned and processed.
- Please note that currently we can only accommodate a maximum of ninety children on any one day.
- **Please note that the house and grounds are closed to the public between January and late March, so there may be moving vehicles around the site. Our cafés and shops will be closed until this time too.**
- **During November and December, Waddesdon is dressed for Christmas. This means that our Christmas Market may be on and the house will be partly ‘put to bed’.**

Timing your visit

- We open at 10am. Self-led visits can arrive at 10am or later.
- Activity workshops start at 10am and will finish at 2pm, including a lunch break.

Cancellations

- If you cancel your visit with us with less than two weeks’ notice, no refund will be issued. If you cancel prior to two weeks, we can offer a full refund.
- **We reserve the right to cancel your visit, if there are circumstances beyond our control which affect your trip, e.g. bad weather, filming, staff illness. We will try very hard to avoid this, and will offer a full refund or the opportunity to change dates.**

Arrival

- If you are arriving by coach or minibus, please go through the main gates, following the road. You will reach security gates, with a buzzer on the right hand side. Your coach driver will need to buzz security to be let through.
- Our coach park is close to the North Fountain- please disembark here and head towards the house. You will be met by a member of our Education team under the blue tent frame.
- If you are visiting on an open day (Weds-Fri, March to December), a member of Visitor Services will welcome your coach.
- You can leave lunches at our Visitor Information point.
- If your visit requires a drop-off at the Stables, you will be informed of this when you make your booking.

Access

- We are able to offer full access to the main visitor route in the house for pupils using wheelchairs via a lift.
- Our Education Room does not have full access for those with mobility requirements, but we can arrange an alternative location for our workshops with full access. Please let us know in advance if your party includes any pupils with mobility requirements or special educational needs.
- We have a Changing Places facility, with bed and hoist if required.

Health and safety

- Foundation, Key Stage 1 & 2 classes must provide a ratio of one adult to six pupils.
- Key Stage 3 classes must provide a ratio of one adult to fifteen pupils.
- Teachers are responsible for administering any necessary first aid, but please make us aware of any specific medical conditions i.e. asthma, epilepsy.
- Teachers and adult helpers are fully responsible for the behaviour of their pupils whilst at Waddesdon Manor and must stay with them at all times.
- When we are open to the public, there will be other visitors in the vicinity of your group.
- Please ensure that your children are appropriately dressed for the weather- all sessions involve some element of outdoor activity.

Free site visits and risk assessments

- Group leaders are encouraged to take advantage of a free pre-visit to the house and/or gardens prior to their group's visit, to get to know the site and to conduct a risk assessment.

Lavatories

- There are lavatories available adjacent to the house and in the Stables Courtyard. There are no lavatories inside the house.
- We have a Changing Places facility in the Manor.

Lunch

- Lunch can be taken out outside for a picnic-style lunch. We can also offer our Education Room for lunch, which can accommodate 60 people, for no additional charge. Please indicate on your booking form if you would like to use it.
- On days Waddesdon is open to the general public (Weds to Fri), we have food outlets in the Stables Courtyard and at the Coffee Bar at the house.
- If you wish to pre-order packed lunches or ice creams for your group, please contact us.

And finally...

- We encourage everyone on a school visit, including the adults, to have fun whilst they are with us.