

## Self-guided visit: Information for Teachers

Please read the following information carefully before completing a York Art Gallery: School Visit Booking Request Form.

This document details the terms and conditions, as well as guidance, for primary and secondary schools when undertaking a self-guided visit to York Art Gallery.

A self-guided visit is defined as a visit that is made by a group independently to one of our sites. A self-guided visit does not include any form of led activity by a member of York Museum Trust staff.

If used by schools to inform visit 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. **This document does not constitute a risk assessment for a visit.**

This document contains the following sections:

- A. Terms and Conditions
- B. On the day
- C. Travelling to the gallery
- D. COVID-19 information
- E. Hazard information
- F. Access information

### Get in touch

If you have any questions about your visit, then please contact York Museums Trust on 01904 687687 or email [schools@ymt.org.uk](mailto:schools@ymt.org.uk).

## A. Terms and Conditions

### Making a booking

- All groups must pre-book their visit, even if they are planning to deliver activities themselves. This can be done via our website by completing a copy of our [York Art Gallery: School Visit Booking Request Form](#). Any groups that arrive at one of our sites without pre-booking may be refused entry.
- The maximum group size that can be pre-booked is 70 people. Teachers and group leaders are not counted in this number.
- Visiting groups must meet the minimum ratio for adults to children:
  - Under 5's (Reception and Foundation Stage): 1:3
  - School Years 1-3: 1:6
  - School Years 4-6: 1:8
  - School Years 7-11: 1:10
- Be aware that if your group does not meet the minimum ratio for adults to children, then you may be refused entry.
- To avoid disappointment, please book your visit at least 4 weeks in advance.
- We are unable to take provisional bookings.
- Once a form has been submitted you will receive an email confirming whether we are able to accommodate your booking, along with key information, within three working days.

**Entry Fees**

*Free period for Key Stage 1 and Key Stage 2 groups (Monday 31<sup>st</sup> October 2022 – Friday 10<sup>th</sup> February 2023)*

- There will be **no entry fee** for any **Key Stage 1 and Key Stage 2** groups who make a self-guided visit to York Art Gallery between **Monday 31<sup>st</sup> October 2022 and Friday 10<sup>th</sup> February 2023**. We have plans to create exciting new learning resources and experiences for schools to enjoy at our sites, and we are using this period to run quick consultation activities with teachers and pupils, so that we can create a programme that meets the needs of schools.
- Please note that this only applies to pre-booked visits to York Art Gallery that take place between Monday 31<sup>st</sup> October 2022 and Friday 10<sup>th</sup> February 2023, and not visits to the museum that have only been booked in this period and where the visit itself take place on a date later than Friday 10<sup>th</sup> February.
- Please note that entry fees still apply for groups visiting from any independent/private schools.

*Schools in North Yorkshire*

- There is **no entry fee** for any primary or secondary school groups (Key Stage 3 and Key Stage 4) who are visiting York Art Gallery from a **school in North Yorkshire**.
- Please note that entry charges still apply for groups visiting from any independent/private schools.

*Other schools*

- The following entry fees apply to any primary school groups (except between Monday 31<sup>st</sup> October 2022 and Friday 10<sup>th</sup> February 2023) or secondary school groups who are visiting York Art Gallery from a school outside of North Yorkshire, as well as groups visiting from any independent/private school:

Site	School Child	Additional Adult (in excess of the free adult/child ratio)
York Art Gallery (Temporary Exhibitions)	£3.75	£7.50
York Art Gallery (Permanent Collection)	Free	Free

- Please note that there will be a charge for any accompanying adults in excess of the free adult/child ratio (as noted above).

**Cancellations**

- If you accept your visit but are unable to attend, please contact us within 7 working days of the visit as we may be able to allocate your time to another group.
- If you need to cancel at short notice then we ask, where possible, that you notify us by no later than 12pm the day before your visit.

- Where possible, we will try and help you rearrange your visit to another date if you still wish to make a visit.
- If we (York Museums Trust) must cancel your visit due to unforeseen circumstances, then we will offer an alternative visit date for your group.

## Lunchroom

- There is a lunchroom on site which schools can reserve as part of the booking process on a first-come, first-served basis.
- For health and safety reasons, the lunchroom has a limited capacity and so it may be necessary for larger groups to stagger their lunch breaks.
- You can also have your lunch in the Artists Garden, which is located at the rear of the gallery. The garden can be accessed through the alleyway to the right of the gallery.
- School groups are unable to eat their lunch in the café at York Art Gallery.

## Teacher Pre-visits

- We recommend that you carry out a pre-visit to familiarise yourself with the site so that your trip runs smoothly. You can arrange a free familiarisation visit as part of the booking process.

## Risk Assessments

- We recommend that you carry out a risk assessment in advance of your visit. To help you, please consult our site [Risk Assessment](#), along with the hazard and accessibility information that can be found below.

## First Aid

- We ask that a fully qualified first aider accompanies 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 need assistance on the day of your visit, please inform a member of our Visitor Experience Team.

## Opening Hours

- The summer opening hours for York Art Gallery are Wednesday to Sunday, 11.00am - 5pm.
- The winter opening hours (Monday 28<sup>th</sup> November to Monday 27<sup>th</sup> March) for York Art Gallery are Wednesday to Sunday, 10.00am-4.00pm.
- Schools are also able to book to visit York Art Gallery on Tuesdays, where they will be able to enjoy exclusive access to the galleries.

## B. On the Day

### Arriving at the gallery

- Please arrive no more than 10 minutes before your scheduled arrival time.
- If you are going to be late, please notify us by calling 01904 687687 or emailing [schools@ymt.org.uk](mailto:schools@ymt.org.uk) as soon as possible before your arrival.

### Induction

- On arriving at the site, the group leader should make themselves known to a member of our Visitor Experience Team. The group leader will be asked to sign the group into our visitor register. The register is used in case of an emergency evacuation of the building.
- A member of the Visitor Experience Team will show your group where bags and coats can be stored during the visit and where the nearest toilets are. They will also give your group a site induction.

## Toilets

- Toilets are available on the ground floor and first floor of the gallery. The main toilets are located on the left-hand side of the reception space, around the small corner, and to the left of the lift.
- The first-floor toilets are located next to the public locker area, straight in front as you exit the lift.
- There is also an accessible, gender-neutral toilet on both floors.
- We ask group leaders to supervise students in small groups when using these facilities.
- 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.

## Group management

- Some of the galleries at York Art Gallery are relatively small and can become easily crowded. Therefore, we recommend that you organise in advance of your visit for larger groups to be split into smaller groups of no more than 8 people (teachers and group leaders are not counted in this number).

## Code of Conduct

- The behaviour of the group remains the responsibility of group leaders. Please be respectful of other visitors as you move around the gallery.
- All children must be supervised by a responsible adult. We ask that group leaders make checks at regular intervals to ensure all members of their group are accounted for, and that any missing students are reported to a member of staff immediately.
- We ask that children do not run in the gallery.
- No food or drink can be consumed in the gallery.
- Some of the artworks in the gallery are on open display. These should not be touched by visitors. 'Just look' signs have been positioned next to relevant artworks as a reminder.
- There are numerous hands-on activities to enjoy throughout the gallery, including art supplies with which to create your own masterpieces. 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.

## Shop

- The York Art Gallery gift shop has a range of gifts, books and mementos.
- We ask that group leaders supervise pupils and bring them into the shop in small groups of no more than 8 at a time.
- Your group will be issued a timeslot in which to visit the shop as part of the booking process.
- We ask that school groups do not enter the Centre of Ceramic Art (CoCA) Shop, which can be accessed through the first entrance on the left as you enter the main reception area.

## Photographs

- Photographs taken without flash are permitted of works belonging to York Art Gallery.
- We do not have copyright permission for works on loan so please do not photograph these. Signage will be in place in areas where photography is not permitted. Our Visitor Experience Team can also provide further information.
- Please do not use tripods, selfie sticks or a flash as these can damage the artworks.
- Filming is not permitted in the galleries, unless written permission from the Museum Manager has been secured in advance.
- Don't forget to tag us in any photographs you upload to social media at @yorkartgallery.

## 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 outside the main entrance.
- 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 note that when the alarm sounds some doors in our buildings automatically close.
- Please do not re-enter the gallery until you are told it is safe to do so.

## C. Travelling to the gallery

York Art Gallery  
Exhibition Square  
York  
YO1 7EW

### Travel by public transport

- You can get to York Art Gallery by bus and train.
- There are several bus stops on Exhibition Square, just outside the gallery. For more information visit [www.itravelyork.info/buses](http://www.itravelyork.info/buses).
- The nearest train station is York. The train station is a 15 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 gallery is [Union Terrace car park and coach park](#). The park is a six minute walk to the gallery.
- Coaches can also drop off and/or pick up passengers from designated rendezvous points. The nearest ones to York Art Gallery are Leeman Road (Railway Rendezvous) and Foss Bank (Minster Rendezvous).

## D. Covid-19 Information

- If anyone within your group is displaying symptoms of COVID-19, please do not visit our sites but delay your visit until it is safe to do so.
- Our sites remain open to the public so please be aware that your group may encounter other individuals.

- While the wearing of face coverings is no longer required by law, we continue to encourage all people aged 11 and above to wear one (unless exempt) when visiting our sites if they so wish. Children are not required to wear face coverings on visits.
- Hand sanitiser stations are available at key locations throughout the site, such as outside the toilets and by certain hands-on activities in the galleries.

## E. 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](#), along with the hazard and accessibility information (Section F) in this document.

### Outside the gallery

- York Art Gallery is situated in Exhibition Square. This is a busy public area, so children should always be supervised by a responsible adult.
- Visitors should be mindful of nearby traffic, particularly on the A1036.
- There is a fountain outside the gallery in Exhibition Square. Children should be supervised when around this.
- There is level access to the gallery entrance, though the surface of the paving slabs is slightly uneven in places.

### York Art Gallery

- The gallery is open to the public from Wednesday to Sunday. Children should be always supervised by a responsible adult during a visit.
- Some doorways between galleries have sloped lips. Care should be taken to avoid slips, trips and falls.
- In some areas of the gallery (such as the stairs from reception up to the first-floor galleries) light levels are kept low to help in the conservation of our objects. There is always a lighter area nearby, but if you require assistance, please ask a member of our Visitor Experience Team.
- Some artworks are displayed on plinths that may be at head height for children. Care should be taken around these.
- Some artworks are surrounded by shin-high rope barriers. Care should be taken around these in order to avoid trips and falls.
- Some artworks, for example the Anthony Shaw Collection in the Centre for Ceramic Art (CoCA), are on open display. To avoid breakages, we recommend that children are closely supervised in these areas, and that any backpacks or similar items that the group has are worn on the front or held out to one side.
- There are numerous hands-on activities to enjoy throughout the gallery, including art supplies with which to create your own masterpieces. 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.
- Toilets are available on the ground floor and first floor of the gallery. Any children within your groups should be always supervised. Extra care should be taken when opening and closing toilet doors to prevent fingers from being trapped.

### The Artists Garden

- The Artists Garden is located at the rear of York Art Gallery. The garden can be accessed through the alleyway to the right of the gallery.

- The Artists Garden connects, via the Edible Garden, to the York Museum Gardens. The Museum Gardens are open to the public between 9.00am and 6.00pm. As such, children should always be supervised by a responsible adult when in the Artists Gardens. For more information about the Museum Gardens, please consult the Yorkshire Museum: Teachers Information Pack which can be downloaded from our [website](#).
- There are trees in the Artists Garden. Storm damage can sometimes affect the stability of apparently healthy trees and branches. Group leaders should be aware of this.
- The Artists Garden attracts many insects, including bees and wasps. Animal and bird droppings can also occasionally be found on paths and grassy areas. Visitors should avoid contact with these and wash their hands before eating.
- There are grass animal sculptures in the Artists Garden. These should not be climbed upon.

## F. Access Information

- Comprehensive access information can be found on our [website](#), including a [visual story](#) for visiting York Art Gallery.
- Our Visitor Experience Team are there to help all our visitors at any point during their visit. They can help you find your way around the gallery and answer any questions you may have.

## Getting around outside

### *Exhibition Square*

- There is level access from the street to the main entrance.

### *Gallery entrance*

- There are two ramps either side of the gallery's main entrance on Exhibition Square.
- The central door is a power assisted door and is 1970mm wide.
- The main entrance has level access.

## Getting around inside

### *Reception Desk*

- The reception area contains an admissions desk, the gallery shop, the entrance to the café, the entrance to the CoCA shop, 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.
- We have a sticker system in place for visitors with sensory issues:
  - Red sticker: you do not wish to be approached.
  - Yellow sticker: you would like staff to answer questions when asked.
  - Green or no sticker: you are happy to be approached and spoken to.
- Please ask for one of these at the front desk if this would be useful.

### *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.

- The lift shows the floor number at each floor. The lift has audio cues to tell you which floor you are on.

## *Toilets*

- Toilets are available on the ground floor and first floor of the gallery. The main toilets are located on the left-hand side of the reception space, around the small corner, and to the left of the lift.
- There are also toilets upstairs directly above in the public lockers area, straight in front as you exit the lift.
- There is also an accessible, gender-neutral toilet on both floors.
- 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.
- There are some narrow spaces between certain shop displays. Please inform a member of the Visitor Experience Team if you require assistance.

## *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 (such as the stairs from reception up to the upper galleries) light levels are kept low to help in the conservation of our objects. There is always a lighter area nearby, but if you require assistance, please ask a member of our Visitor Experience Team.
- Exhibitions containing flashing lights are labelled to inform people with epilepsy.

## *Films*

- Please be aware that some of our gallery spaces (such as the Yorkshire Tea Ceremony display in the Centre for Ceramic Arts) have films running in them. Our Visitor Experience Team can offer advice on how to avoid these areas if possible.

## *Noise Levels*

- Some areas of the York Art Gallery can get very busy, particularly the reception area which contains the shop and is next to the café.
- Several films in the gallery (such as the film in the Yorkshire Tea Ceremony display) have audio.

## *Signage and display information*



- All our signage and display information use a clear font and is at least 16pt.
- 80% of our visual interactives have subtitles.

### *Emergency evacuation procedures*

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

### *Mobility Aids*

- We have walking sticks and 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.