

## School visit to KRIIIVC – what to expect:

### **Booking confirmation**

Please complete and return the Booking Confirmation form to our Bookings Coordinator within three weeks of making your provisional booking. You can download the risk assessment for our building, travel information, exhibition and floor plan from our website: <http://kriii.com/learning/resources-and-useful-links/>

Please note that if you wish to visit **Leicester Cathedral** as part of your day, you must book in advance. We can arrange this with the Cathedral on your behalf.

### **Familiarisation**

Once you have a provisional/confirmed booking with us, you can book a free familiarisation visit. This is free for the teachers who will be leading your group on the day of your visit. Any additional family or friends will be charged normal admission rates. To book your free familiarisation, please call us on **0116 229 3142** or email on [schools@kriii.com](mailto:schools@kriii.com). If you are unable to attend a familiarisation visit, we recommend that you examine our risk assessment and floor plan carefully and acquaint yourself with the fire exits.

### **Lunch arrangements**

If you haven't already made lunch arrangements, the King Richard III Visitor Centre does have a room which can be booked by schools. However this space is in high demand, so we recommend that you check availability with us when you make your booking. Alternatively, the Cathedral Gardens are immediately opposite the King Richard III Visitor Centre and are free to use for picnics in good weather.

### **Facilities**

The Visitor Centre's toilets are located at the back of the building. The Female WC are on the ground floor underneath the staircase and the Male WC are located up the first flight of stairs. These toilets are also used by the general public. Please make sure you have the necessary number of staff accompanying your group in order to be able to supervise children's use of the toilets; as they are on separate levels, this may require two members of staff. The visitor centre can provide storage for coats and bags whilst your group visit the exhibition. Please let us know if these need to be kept in a secure area.

### **What to expect on arrival**

When you arrive at the King Richard III Visitor Centre, you will need to confirm the total amount of children and adults in the group. If you are being invoiced after your visit, these are the numbers which we will use to raise the invoice. If you are paying on arrival, please ensure that you allow an extra five minutes for the process of payment.

You will be met by a member of our staff, who will greet your group and spend a few minutes introducing you to the site and the exhibition. Children will then enter the exhibition in groups of up to 25 at a time, in order to prevent overcrowding.

### **Getting here**

The Visitor Centre has no parking space. We recommend that coaches drop-off and pick-up groups at Southgates, which is approx. 3 minutes walk from the Visitor Centre entrance. A map of this location can be found under [Travel Info](#) on our website. A member of KRIIIVC staff can meet you at the drop-off point and escort you to our entrance if you are unfamiliar with the area. Parking for coaches can then be found on Abbey Park Road, Leicester, LE4 5AF.

## **Exhibition**

We provide [Discovery Packs](#) for schools to download and print from our website for pupils to use in the exhibition. There are pencils and clipboards available at the Visitor Centre to help children use the Discovery Packs. You'll find information on what's contained in our exhibition available to download from our [website](#)

Visit [kingrichardinleicester.com](http://kingrichardinleicester.com) for more teaching and learning resources on Richard III.

## **Feedback**

We would love to hear about your experiences at the King Richard III Visitor Centre and would welcome any feedback you can provide. Please collect one of our feedback forms from the Admissions desk when you arrive and return it to us using the accompanying SAE. Your feedback is really valuable and helps shape our learning offer.

## **Gift shop**

Space in our gift shop is limited, so we encourage you to visit in small groups. Alternatively, you can pre-order gift bags for children, each containing a selection of items from the gift shop, ready to collect on the day. Please contact us for options.

## **Ground rules**

Please do not eat or drink in the exhibition.

No photography in the Temporary Exhibition. For the rest of the Visitor Centre, photography is fine but we ask that you turn the flash off.

Please keep noise levels to a minimum, the Visitor Centre uses sound in some parts of the exhibition and excessive background noise can interfere with everyone's enjoyment of the exhibition.

King Richard III Visitor Centre, 4a St Martins, Leicester, LE1 5DB

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