



The Wintershall Education Team welcome you to the beautiful gardens of Lambeth. Our Advent Travelling Crib workshops are an excellent introduction to the Nativity story, but they also encourage a deeper exploration of the meaning of Christmas for Christians. The following information will provide you with everything you need to know about your trip and how to prepare for it. Teacher Guides will be available on the day, along with follow up materials and reflections.

If you require further information, please contact the Education Team by emailing [schools@wintershall.org.uk](mailto:schools@wintershall.org.uk).

## Timetable

<b>GATHER</b>	<i>Register on entry. All 5 classes gather in a circle around the Advent Wreath Flags.</i>
<b>INSPIRE</b>	<i>Start your journey with the Wintershall Narrator.</i>
<b>EXPLORE</b>	<i>Accompanied by your Wintershall Guide, begin your walk around the gardens to meet the characters from the Nativity story.</i>
<b>REFLECT</b>	<i>and WONDER with each character, using the teaching guide for support. When the bell rings, move on to meet the next person.</i>
<b>RESPOND</b>	<i>Collect an item at each stop to place in your story bag.</i>
<b>SEND</b>	<i>Gather together with the other classes again in the Advent circle for the final reflection.</i>

**Arrival and Departure** Please arrive at Lambeth Palace promptly, but no earlier than 10 am for a 10.20 start or no earlier than 12:30 for a 12.50 start depending on your allocated workshop. Gates will open no earlier than 10 am for morning sessions and 12.30 for afternoon sessions. Workshops finish at 11.50 or 2.20pm.

**Travel** **Event Address: Lambeth Palace, Lambeth Palace Road, London SE1 7JU**

Lambeth Palace is on the South Bank of the river Thames, between Westminster bridge and Lambeth Bridge. The nearest tube station is Lambeth North. Buses run from Waterloo, Victoria and Vauxhall stations. They stop just outside the Palace at the 'Lambeth Palace' bus stop.

If arriving by coach, please make arrangements with your coach provider to agree a safe drop off and collection point. Coaches cannot use the car park at the entrance gates for drop off or collection.

**Suitable clothing** Please encourage your pupils to wear suitable clothing and footwear when participating in the workshop outside. It can get very cold in the Palace gardens so stout shoes, warm clothing and a raincoat are essential in inclement weather.

**Weather** Outdoor activities mean that weather, temperature, climate and light conditions may impact on your visit but they are an integral part of the Wintershall experience. Workshops will only be cancelled in the event of adverse weather conditions deemed by the Wintershall Team to pose a health and safety risk, or in the case of cast illness making the workshops impossible.

**Education Guides** will accompany your class for the workshop, and guide you around the Palace Gardens. Please pass on any relevant information about your group to the Guide so that we can ensure you have the best experience!

**The Walk** Please be aware that the Palace is undergoing building work. Follow your Guide and stick to the gravel and mown paths only as you explore the Gardens.

**Toilets** are available onsite, in several locations. All children must be supervised by a school member of staff. So that children do not miss any of the stages of the walk, it is recommended that all children use the toilets **before** leaving school.

**Lunch** onsite is not permitted. It is recommended that children eat their lunch after they depart morning workshops or before arriving for afternoon workshops. Please take all your rubbish home with you.

**Mobility and special needs** Due to the nature of this event there is some limited access for wheelchairs at one scene, however please advise us of any mobility needs and special needs or allergies so that we can plan accordingly.

**Animal Handling** All animals will be supervised by an animal handler. If children have contact with animals, they are provided with handwash to wash/wipe their hands. Please make the team aware of any animal allergies prior to the workshop.

**Teacher Workshop Guide** When you arrive, your Education Guide will provide the class/lead teachers with Resource Booklets that contains reflection material and additional questions to accompany the workshop. The children's experience is greatly enhanced if teachers and accompanying adults get involved and so we encourage you to use this booklet to lead questions and discussions with your class as you make your way around the gardens.

**Safeguarding** At all times, supervision of pupils within class groups is the direct responsibility of their teachers, and there must be the requisite adult to child ratios, particularly during EYFS and KS1 workshop. We have found the experience for younger years is greatly enhanced when each class is accompanied by a known adult. Please ensure that teacher supervision is evenly spread throughout your group. We ask that teachers monitor pupil behaviour throughout the workshop.

The Education Team have received safeguarding training and are briefed on the Child Protection Policy. Not all production team members behind the scenes have DBS checks, however the Education Officer and key leaders are DBS checked.

**First Aid** There is a Wintershall First Aider onsite, however, immediate first aid assistance is the responsibility of the school nominated First Aider.

**Health and Safety** Wintershall takes health and safety seriously, taking all reasonable precautions to ensure that all areas enable safe public access and that equipment complies with current standards. All school groups are expected to take full responsibility for their own health and safety and for those in their charge.

**Risk Assessment** Our Wintershall Advent workshop Event risk assessment is available on in the downloads section of the event webpage.

**Insurance Cover** Wintershall has the appropriate Public Liability Insurance in place and can supply a Certificate of Insurance upon request.

**Security** Lambeth Palace have requested full names of all school staff attending, as well as confirmation of the number of children. We will contact you nearer to the event to confirm names of all adults attending. The information will be stored securely by the Wintershall Education team and destroyed following your visit.

**School Trip Checklist:** Please ensure that before attending, Wintershall has been provided with the following information:

- Lead Teacher Name and Main Contact Mobile Number
- List of other School staff attending
- Confirmation of number of children
- Special needs or mobility needs and any allergies
- Mode of transport to Lambeth Palace

