



## Secondary Programme Guide 2018/19

## About The Royal Observatory Greenwich

The Royal Observatory at Greenwich was founded by Charles II in 1675 and is one of the most important historic scientific sites in the world. Today the Observatory is a museum and science centre which provides access to information about space to schools and the wider public. A visit to the Observatory offers inspiring, curriculum-linked experiences delivered by REAL astronomers based around REAL cutting edge science.

### What we offer

Whether you are looking for something to ignite the imagination and enthusiasm of your group, develop and stretch their knowledge or give them an insight into the working world of space science there will be something to suit.

Our content relates to space science and its associated branches of the STEM (Science, Technology, Engineering and Mathematics) subjects. It is not often that students get access to state of the art equipment, real scientific data and to chat to real scientists; at the Royal Observatory they do and it is what makes our education programme truly unique. As a result of our programme being so different we naturally get asked a lot of questions about it. Here we have answered some of the most frequently asked questions, if you have any others please do get in touch.

### What does the Secondary Programme consist of?

For KS3, KS4 and Post-16 we offer a Discovery Day, a Space Spectacular Day or a Study Day. Depending on which you choose your visit can be made of: a planetarium show, an interactive workshop, a masterclass, a self-facilitated visit to the Weller Astronomy Galleries and a time-slot in the lunch room.

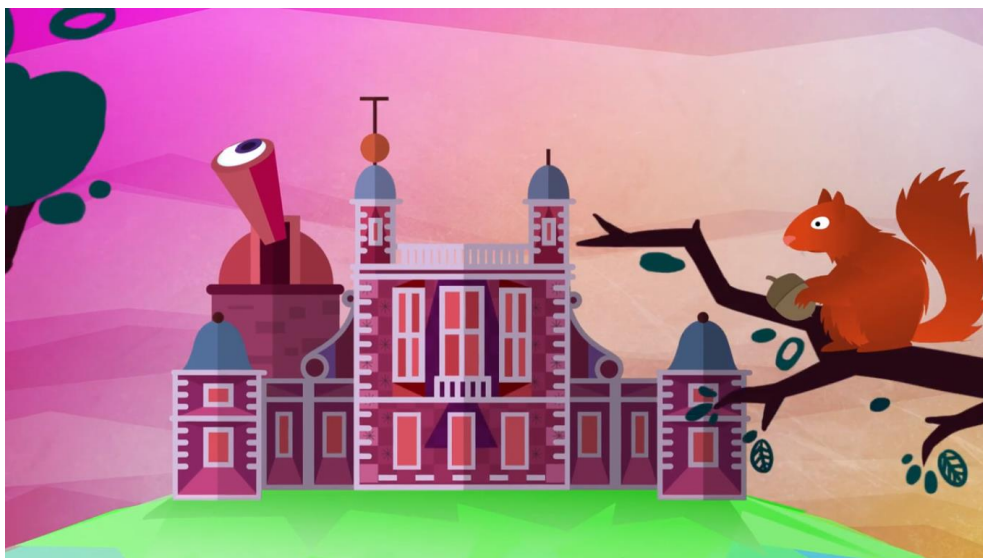
### How much does a visit cost?

Study Days run on Thursdays and Fridays and are by far the most popular choice for our secondary school visitors. The cost of a Study Day is £105 for 30 students and includes a: planetarium show, workshop, free masterclass and self-guided gallery tours. If you want to book sessions individually you can, a planetarium show is £90 and a workshop is £60 and masterclasses are only available with a full Study Day booking.

### Is the schools offer the same every day, all year round?

No, we understand that there are certain times of the year when it is easier and more appropriate to bring groups out on trips so we have designed our programme to fit in with our school visitors. Therefore, we have key stage specific Discovery Days and Space Spectacular Days on certain days throughout the year and vary the amount of Study Days on offer to meet the demand of our audiences. For information on what is on and when, please check with our bookings team.

## Our Secondary Programme Explained



Below you will find answers to some of the most frequently asked questions about the schools programme. If you have any more questions please contact the bookings team as they will be more than happy to help.

### **What is a *Discovery Day*?**

Discovery Days are designed to be very flexible visit days. It is up to you what sessions you select for your Discovery Day, you can choose from: a planetarium show, a workshop, a gallery visit, use of the lunch room or all of these.

### **What is *Space Spectacular week*?**

Space Spectacular weeks are very special as they only run 3 times a year so you will need to book fast. Visits during Space Spectacular weeks are made of: a planetarium show a demo-filled quiz workshop, Weller Astronomy Galleries visits and a lunch room slot.

### **What is a *Study Day*?**

The Study Day offer is exclusively for secondary groups with specific sessions for KS3, KS4 and post-16. The theme of a Study Day changes throughout the year but the structure is always the same as a Discovery Day with the addition of a masterclass session. These sessions are very special as they are delivered by a member of the team who is actively involved in research.

### **What is a *planetarium show*?**

Think of our planetarium as a tour bus of the Universe taking you on amazing journeys to explore and experience the wonders of the night sky. Combining real images from spacecraft and telescopes with advanced CGI, all projected onto a fully immersive dome, the



Planetarium can fly you over the Earth, transport you to distant galaxies, show you the birth of a star or land you on Mars.

### What is a workshop?

The astronomer-led workshops are very interactive and have plenty of opportunities to ask questions and discover new things. The workshops use a combination of sound, film, demonstrations and team activities to explain different amazing scientific concepts with tools from physics and mathematics.

### What is a masterclass?

These are KS3, KS4 and post-16 sessions linked to areas of the relevant key stage specifications and draw on cutting-edge observations, current astronomical research and careers in science. Choose from: Your Place in Space (KS3, KS4 and post-16), Galaxies and Cosmology (KS4 and post-16), Stellar Evolution (KS4 and post-16) and Observational Astronomy (KS4 and post-16).

### What else can I do on a visit day?

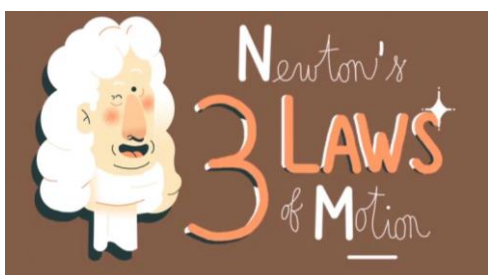
If a Discovery, Study or Space Spectacular day still doesn't satisfy your scientific appetite you can also visit our temporary exhibition gallery and the historic observatory site, including the Prime Meridian, the Great Equatorial Telescope and the Time and Meridian Galleries. We also have visit guides for those doing self-facilitated sessions which are available for free on the website.

### Who develops and runs the sessions?

The sessions are all run by our real astronomers so there is always an expert available to ask any questions. All our content is developed by the astronomy education team in collaboration with our teacher forum. All sessions are tested and evaluated with the teacher forum and also with school groups to ensure that the content developed is exactly what teachers are looking for and what students will thoroughly enjoy!

### Are there activities that can follow on from my visit?

Yes - LOTS. On our website you will find information about: our teacher forum, a growing collection of curriculum-linked classroom resources, videos (screenshots from two of our videos are below), podcasts, Think Space Lectures and even blogs. Check out the website for more details.



## Workshops

Our interactive workshops take place in one of three purpose-built learning spaces and are designed to encourage active learning and hands-on scientific enquiry.



Each session is led by a Royal Observatory astronomer and lasts 45 minutes. Sessions offered at more than one key stage will be tailored to link to the curriculum of your group and can be further customized through the inclusion or exclusion of more challenging mathematics and physics content. Please speak to our bookings team about any special learning needs or objectives when you book.

### Supporting resources for teachers

Pre- and post-visit resources linked to our workshops which include background reading for teachers, discussion questions, classroom activities and extension work for advanced students are available on the Royal Observatory Greenwich schools website.

**Title: Action Reaction: Forces In Space**

**Session level: KS3 (during Space Spectacular weeks only)**

**Session length: 45 minutes**

**Key points covered** - Newton's laws of motion, fundamental forces in various astrophysical objects including gravity, the electrostatic force and magnetism.

**Workshop summary** - students explore Newton's laws of motion and the origins of different types of force in various astrophysical settings including gravity, the electrostatic force and magnetism. They will see a series of demonstrations of these concepts and conduct experiments investigating the effects of air pressure and electromagnetic induction. They will also carry out some simple calculations to further explore these important concepts.

**Title: Seasons, Phases and Eclipses****Session level: KS3****Session length: 45 minutes**

**Key points covered** - the Earth, Sun and Moon, the relationship between the tilt of the Earth and seasons, the observation and explanation of the phases of the Moon and the circumstances for eclipses. Bespoke equipment including a tellurium and digital models are used throughout to explain scientific concepts.

**Workshop summary** - In this interactive session students use both large scale astronomical models and digital simulations to review their understanding of the Sun-Earth-Moon system. They explore concepts of light, shadow, reflection and transmission and combine their knowledge to explain the more complex natural phenomena of the seasons, the phases of the Moon, and solar and lunar eclipses. Students are tested at the end with a short interactive quiz.

**The Solar System and Beyond****Session level: KS3 and KS4****Session length: 45 minutes**

**Key points covered** - Kepler's laws of planetary motion, orbits, Newton's laws of gravity, mathematical calculations and graph work.

**Workshop summary** - students learn about the different ways that planets in our Solar System were discovered. They then use real astronomical data in this session to travel through the Solar System investigating the orbits of the planets. They will also explore how the mathematics used to describe planetary orbits has been used to discover a supermassive black hole at the centre of the Milky Way Galaxy.

**Maths and the Milky Way****Session level: KS3 and KS4****Session length: 45 minutes**

**Key points covered** - mathematical techniques including calculations, unit conversions and the construction and interpretation of graphs and charts, the relationship between speed, distance and time.

**Workshop summary** - in this session students see how maths can be used to find out more about the world around us and beyond. They learn about calculating travel times to other planets along with how to draw and interpret graphs. They will also then look at how the knowledge they build up in the workshop can even be used to help them find the travel time from extrasolar planets to our planet so they see how long alien life forms might have to travel if they were headed our way.

**Exploring Exoplanets****Session level: KS3, KS4, Post-16****Session length: 45 minutes**

**Key points covered** - the electromagnetic spectrum (infrared), Kepler's laws of planetary motion, orbits, mathematical calculations and interpreting graphs.

**Workshop summary** - in this hands-on session students are introduced to the challenges of detecting small, faint extrasolar planets around bright stars and an infrared camera is used to demonstrate one solution to finding them. They learn how astronomers discover planets orbiting distant stars using another detection method by making and discussing measurements of their own exoplanet system, and applying their knowledge of light and gravity. They will then go on to analyse real data from the NASA space telescope Kepler and

think about whether their exoplanets would be habitable.

### **Studying Starlight**

**Session level: KS4 and Post-16**

**Session length: 45 minutes**

**Key points covered** – the electromagnetic spectrum, reflection, absorption and emission of light and for Post-16, the Doppler Effect.

**Workshop summary** – in this hands-on workshop, students learn how astronomers determine the properties of distant stars by examining spectra and applying their knowledge of the electromagnetic spectrum, the reflection, absorption and emission of light, and at post-16 the Doppler Effect. They also look through spectroscopes to identify gases and see the spectrum of the Sun.

### **The Expanding Universe**

**Session level: KS4 and Post-16**

**Session length: 45 minutes**

**Key points covered** – Velocity, calculating distances and team working, Hubble's law, rearranging equations, unit conversions, graph work and interpretation.

**Workshop summary** – in this session students are introduced to the Citizen Science online project Galaxy Zoo, whereby members of the public can classify galaxies and contribute to scientific research. Students are given real data on galaxies from the Sloan Digital Sky Survey and plot a graph of velocity vs. distance. They use basic equations to determine large-scale properties of the Universe and are encouraged to think about the statistical significance of their result.

## Planetarium Shows

Planetarium shows take place in the Peter Harrison Planetarium and are delivered live by Royal Observatory astronomers. Our state-of-the-art digital planetarium provides an inspiring, immersive and interactive learning experience, allowing students to examine the day and night-time sky, fly through our Solar System or enjoy visually stunning pre-recorded shows about the latest discoveries in astronomy.



### Universe On Your Doorstep

**Session level:** KS3

**Session length:** 45 minutes

**Key points covered** – main bodies in our Solar System including the Sun, Earth and Moon, why we see different phases of the Moon

**Show summary**– this amazing interactive show begins with an introduction to the sky, both day and night time and examine the apparent motion of the Sun and stars. They then lift off from Earth to hover over the North Pole and watch our planet spin on its axis, bringing night and day to different parts of the world. Going on to visit our nearest neighbour, the Moon, students first explore the origin of its phases and then land on the lunar surface. Flying out to view the entire Solar System, pupils learn or review the general appearance and arrangement of the planets, their relative sizes, and how fast they orbit around the Sun. After a trip through the outer Solar System, where comets and plutoids are found, the show concludes with a journey beyond the Solar System to consider the hundreds of extrasolar planets now known to orbit stars other than our Sun. The presenter explains how these alien worlds are discovered and how astronomers are working to find more. The show ends by zooming farther and farther from home to look at the Milky Way Galaxy and then some of the hundreds of billions of galaxies which form the cosmic web of our Universe.



**Solar System Galaxy Universe****Session level: KS3, KS4 and Post-16****Session length: 45 minutes**

**Key points covered** – the Solar System, our Milky Way Galaxy and the larger universe.  
KS4/Post-16 – the electromagnetic spectrum and spectroscopy.

**Show summary**– in this inspiring interactive show, an Royal Observatory astronomer will take your students on a bespoke tour of the cosmos, exploring our place in space and the contents of our Solar System, our Milky Way Galaxy and the larger Universe. The presenter will select between different versions of the show which are designed to emphasise the content best suited to the curriculum at various key stages.

**Final Frontier****Session level: KS3 (*during Space Spectacular Weeks only*)****Session length: 45 minutes**

**Key points covered** – aspects of our Solar System, lunar phases, size and scale of different stars, forces in action

**Show summary**– Final Frontier is a show all about space exploration – amazing! This action-filled show packs a lot so buckle up and get ready to do some serious exploring. It looks at the challenging conditions of space, the types of things we must be prepared to encounter should we travel there and the distances and scales involved in going on such a mission. This show also highlights the people involved in space science and showcases some of the greatest contributions and ambitions of scientists and engineers. Final Frontier shows us just why using our imagination is very important when it comes to heading out on our adventure.

## Study Days

The Study Day offer is exclusively for secondary groups with specific sessions for KS3, KS4 and post-16. The theme of a Study Day changes throughout the year but the structure is always the same as a Discovery Day with the addition of a masterclass.



### What is a master class?

These are KS3, KS4 and post-16 sessions linked to areas of the relevant key stage specifications and draw on cutting-edge observations, current astronomical research and careers in science. Choose from: Your Place in Space (KS3, KS4 and post-16), Galaxies and Cosmology (KS4 and post-16), Stellar Evolution (KS4 and post-16) and Observational Astronomy (KS4 and post-16).

### Think Space Lectures

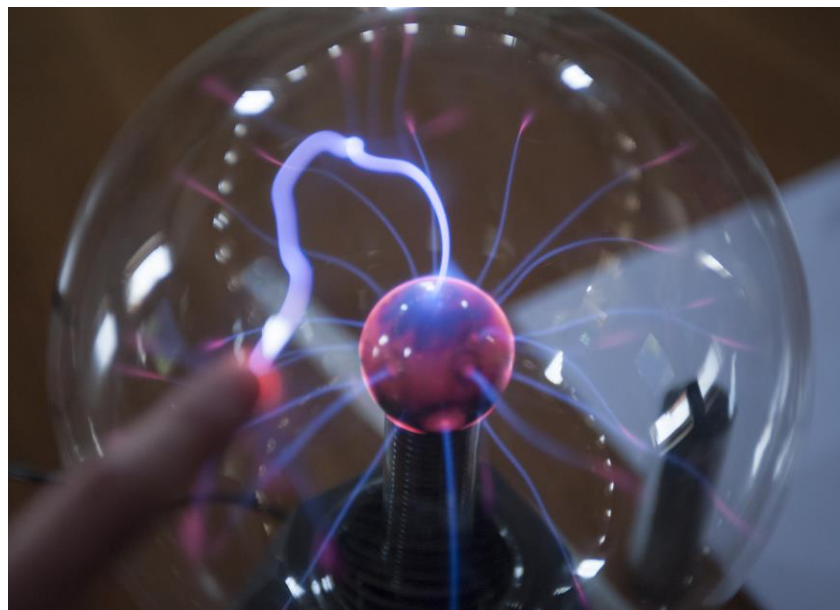
If your group want to get more involved after their Study Day you can bring them back to one of our Think Space lectures. These run from Autumn to Spring and are after school lectures where a scientist will come in and speak about their research. Booking is essential. The lectures are pitched at KS4 and above. We also release a podcast interview with each of our speakers after the event so you can find out even more about them and their research.

### Podcasts and Blogs

The astronomers at the Royal Observatory Greenwich regularly release new content so you and your students can stay up to date with the world of astronomy. We release monthly Look Up podcasts and even extra special podcasts of interviews when we have special guests. There's also our regular Night Sky Highlights blog along with various other astronomy blogs. Check out the Get Involved section of the website for more information.

## Special Educational Needs *Aurora Days*

Aurora Days for the 2018/19 academic year will run on **10<sup>th</sup> September 2018, 5<sup>th</sup> November 2018, 14<sup>th</sup> January 2019, 4<sup>th</sup> March 2019, 29<sup>rd</sup> April 2019 and 10<sup>th</sup> June 2019**. These are specially designed sessions for SEND groups that run twice a term.



While you are of course welcome to visit at any time with SEND groups Aurora Days are dedicated slots where we hand the Observatory over to you without any other school groups on site. This means that we are able to dedicate more time to you answering your space questions and making your visit as enjoyable and easy as possible.

We are developing our Aurora Day programme further throughout the 2018/19 academic year and have a SEND forum to help inform the programme. If you would like to join please take a look at our website for more details, we would love to have you with us. Aurora Days are made up of the following components where you can choose one workshop and one planetarium show.

### **Planetarium shows**

Planetarium shows take place in the Peter Harrison Planetarium and are delivered live by Royal Observatory astronomers. On Aurora Days we have two options available to choose from:

**Show Name: Starry Skies**

**Session Level: there is flexibility to tailor this show to fit your needs.**

**Session length: 30 minutes**

**Show summary** – This show takes the audience on a tour of some of the most beautiful aspects of our Solar System. It was developed in collaboration with our local autism spectrum disorder visitors and their families and has consistently received fantastic feedback since it launched. It is presented live by one of our astronomy team and runs at a much calmer pace than many of our other school shows. The lighting levels used are higher for this show so the planetarium never becomes pitch black and the music and narration is kept to a minimum. If your students have any questions about space at the end our astronomer will be there to answer them.

or

**Show Name: Universe On Your Doorstep**

**Session Level: this show links to aspects of the KS2 curriculum**

**Session length: 30 minutes**

**Show summary** – This action-packed show is very closely linked to our KS2 version but with an added element of flexibility. This means that if you would like us to we can tailor the level of content to meet the needs of your group. Unlike with Starry Skies the planetarium does get very dark for this show and the lighting levels remain low. The pace is also slightly quicker with music and an astronomer narrating along the way. The narrative will follow that of the KS2 version of this show so please see the Planetarium Shows section in our Primary Programme Guide for more details. If your students have any questions about space at the end our astronomer will be there to answer them.

**Workshops**

Our interactive workshops take place in one of three purpose-built Lloyds Register Foundation learning spaces and are designed to encourage active learning and hands-on scientific enquiry.

**Workshop Name: Sun, Earth and Moon or Shadows and Sundials**

**Session level: these workshops are linked to the KS2 curriculum**

**Session length: 45 minutes**

**Workshop summary** – As with the Universe On Your Doorstep show above, these workshops also links closely to aspects of their KS2 counterparts so take a look at the workshops section in the Primary Programme Guide for more detail. Workshops on Aurora Days are very flexible so we are able to tailor the amount of content in them to your group's needs. You may want them to run exactly as they are pitched at KS2 or you may prefer to focus on a specific aspect only – it is completely your choice. Please be sure to chat to a member of the bookings team when you are planning your visit so they can advise.

If you would like to chat about bringing a group to an Aurora Day or coming along for a pre visit please do get in touch with our booking team on 02083126608 or [bookings@rmg.co.uk](mailto:bookings@rmg.co.uk).



## Home Educator Sessions

Here at the Royal Observatory Greenwich we engage all types of learners in the formal learning programme and home education groups are welcome to take part in our school programme. Below you will find some useful guidelines to help you make the most of your visit.



### **What is the home education group offer?**

Home education groups can book into one of our Discovery Day sessions. Discovery Days are designed to be flexible visit days. It is up to you which sessions you select for your Discovery Day. You can choose from: a planetarium show, an Ask the Astronomer session, a gallery visit, use of the lunch room or all of these!

### **What is the *Ask the Astronomer* session?**

During this session one of the Royal Observatory Greenwich astronomers will chat about their career path and any research they have done. They will then open the session up to questions from the students and parents. These questions can be based around careers, recent discoveries, something they have found out that day and want to know more about or even something they have always wanted to know about space science.

### **What is the cost of a visit?**

Visits including a planetarium show and an Ask the Astronomer session carry a charge of £105 for a group of up to 30 students (maximum capacity). If you wish to book only one of these elements you can do so at a charge of £90 for a Planetarium show (for 30 students) and £60 for an Ask The Astronomer session (for 30 students). The minimum number of students required to book a home education visit is 15. Please ask the bookings team for information on costs for groups smaller than 30 students. Please note these numbers include all extra adults and siblings.

### **Are there resources I can use before and after the visit?**

Yes - lots! We have a large selection of resources available on the website that can be used either before a visit to introduce new topics, or as a follow-up afterwards.

## Galleries

With four galleries on offer there is sure to be something to grab your attention during a visit. Gallery guides are available on our website for you to download if you would like a highlights tour of the spaces.



### Weller Astronomy Galleries

A visit to the Weller Astronomy Galleries is a must do component of any schools visit. Three galleries comprise the middle floor of the Astronomy Centre and contain a host of interactive exhibits allowing students to explore our current understanding of the Universe and how astronomers gather evidence to learn more about it.

- 1. Astronomy Inspires gallery** - the Astronomy Inspires gallery showcases two models of the Universe. One is a beautiful 19th century orrery demonstrating the motion of the planets known at that time. The other is a state-of-the-art projection wall summarizing our current understanding of the formation and evolution of the Universe, from the Big Bang to the present day in 4 minutes!
- 2. Astronomy Explores gallery** - the Astronomy Explores gallery highlights the many different techniques astronomers use to learn about the Universe and allows visitors to try some out for themselves. Learn how planets around distant stars are discovered through the interplay of light and shadow. See how different kinds of light reveal what distant stars are made of. Or try your hand at pointing a telescope or commanding a space mission.
- 3. Astronomy Questions gallery** - the Astronomy Questions gallery features an interactive table-top which allows visitors to pursue their own line of questioning with a panel of on-screen experts about some of the most exciting open questions in the Universe. Is there life on other planets? Do black holes exist? What is dark matter? Come to the Astronomy Questions gallery to find out!

## The Historic Observatory

The Royal Observatory at Greenwich, was founded by Charles II in 1675 and is one of the most important historic scientific sites in the world so don't forget to have a look around and soak up some of the history too.



**The Prime Meridian** - every place on Earth is measured in terms of its distance east or west from the Greenwich Meridian, which divides the eastern and western hemispheres of the Earth, just as the Equator divides the northern and southern hemispheres. Since the late 19th century, the Prime Meridian at Greenwich has served as the reference line for Greenwich Mean Time. It can now claim to be the centre of world time and was the official starting point for the new Millennium.

**Flamsteed House** - this is the original Observatory building at Greenwich, designed by Sir Christopher Wren in 1675 on the instructions of King Charles II. Take a fascinating glimpse into the apartments where the Astronomers Royal and their families lived and worked. Tour the beautiful Octagon Room, designed to observe celestial events including eclipses, comets and planetary movements then see one of the world's earliest public time signals, the bright red Time Ball, on top of Flamsteed House.

**Time Galleries** - The award-winning time galleries explore our need for accurate timekeeping and the role it plays in our everyday lives. Find out about two British solutions to the longitude problem, including Harrison's famous chronometers. Watch our horology conservators at work and learn about the provision of accurate timekeepers for the Navy. Explore the history of the development of timekeeping and find out about the role of time in our everyday lives.

**The Meridian Galleries and Great Equatorial telescope** - explore a display of historic telescopes, including the Great Equatorial Telescope, which is the largest of its kind in the UK and the seventh largest in the world. Completed in 1893, it was designed to keep the Royal Observatory at the forefront of contemporary astronomy. Visiting this section is free to schools that have booked onto one or more of our education sessions.

## Site information

### Supervision

You are legally responsible for your group at all times, whether they are visiting the shop; having lunch; in a planetarium show, workshop, science theatre show or looking around the galleries. Please ensure that you have sufficient staff with your group throughout the visit:

- KS3 and KS4 - 1 adult per 10 students.
- Post 16 – 1 adult per 16 students.

### Arrival and Departure

On arrival you will be greeted by a member of our schools hosting team, who will provide you with orientation and take you to a place where you can store bags and coats. You may visit the PHP foyer to collect bags and coats at the end of your programme, before you leave the Royal Observatory. Note that if you intend to visit the historic site you may leave your bags and coats and collect them later.

### Storage Facilities for Bags and Coats

Bags and coats are stored in cages in the Planetarium Foyer for groups who have booked a lunch space, with one cage used for bags (lunches) and another for coats. At lunch time you are responsible for transporting the cage in which lunches are stored to the Activity Space which also serves as our lunch room. These cages must return to the Planetarium Foyer after lunch. The space is permanently occupied, so possessions are secure. However, many students like to take small bags and valuables with them.

### Lunch Facilities

If you require a lunch space, please make sure you have one booked prior to your visit. Due to limited space, lunch rooms are only offered to schools who have booked a full science programme. Lunch facilities are provided in the Activity Space, which is situated on the first floor of the Astronomy Centre. Capacity is limited and groups must adhere strictly to the lunchtime listed on the Visit Schedule. Please ensure the lunchroom is left clean and tidy after use. In good weather, many groups choose to enjoy a picnic in Greenwich Park.

### Toilet Facilities

A disabled toilet is available next to the lunch room for emergencies or use during lunch time. The main toilets are on the lower ground floor, next to the micro-gallery. An early morning toilet stop is advised before programmes commence.

### The Shop

The shop is also on the lower ground floor. If you would like to visit the shop you are advised to do so at the end of your visit. You are strongly advised not to visit the shop just prior to your planetarium show, as show start times cannot be delayed to accommodate students in the shop.

### The Café

Hot drinks and food are available for teachers in the café. However, please note that you are legally bound to ensure that the requisite number of teachers remain with your groups. Older students are welcome to make purchases from the café if they so desire.



## How To Organise A Visit

There can be a lot to think about when organising a school trip so we have come up with a 'to-do' list to help you to make sure you have everything you need to make your visit to the Royal Observatory Greenwich as enjoyable as possible. If you have any questions don't hesitate to get in touch with the bookings team or take a look at the website.

### Step one – choosing your sessions.

**Top tip – book early.** Our sessions are very popular, time slots are limited and all sessions must be booked in advance. We recommend choosing your sessions and booking them as early as possible to avoid disappointment.

### Payment of sessions

To make sure your day runs as smoothly as possible we would highly recommend paying for your session when you book. Payment in advance can be taken by credit or debit card only. If you choose to pay on the day payment by cash, cheque, credit/debit card will be accepted. Please note that failure to pay for sessions prior to them commencing will result in your group not being allowed to take part in the session. Please also note that we no longer invoice schools for the visits.

Step 1 Checklist Questions	For more information	Complete?
What date and time would you like to visit? Do you have some alternatives?		
How many students and accompanying adults will be visiting?	See the Programme Guides.	
Would you like to book a Discovery Day or Space Spectacular Day?	See the Programme Guides.	
What sessions would you like your visit to be made up of?	See the Programme Guides.	
If you are booking a planetarium show as part of your visit do you have the payment details?		
Would you like to book some time in the lunch space?		

### Step 2 – booking.

Please telephone **02083126608** or e-mail **bookings@rmg.co.uk** to arrange your visit when you have completed step 1.

Step 2 Checklist Questions	For more information	Complete?
Have you checked that the booking information sent by the bookings team is as it should be?	See booking information you have been sent.	
Have you read the cancellation policy?	See booking information you have been sent.	
If you have more than one class visiting at once have you split them up into groups of 30 and labelled them A, B, C, D?	See booking information you have been sent.	
Have you ensured that you have enough staff to supervise each group?	See the Programme Guides.	

### Step 3 – planning.

**Top tip** – prepare for each of your visits carefully to ensure it runs smoothly on the day.

**Your journey** - while we will do all we can to accommodate school groups who are delayed in transport, it is not always possible to reschedule learning sessions and planetarium shows for groups who arrive late for their sessions.

**Your staff** - please provide all accompanying adults with a copy of the timetable for the day and make sure you have enough supervising adults to satisfy the safety requirements.

**Your students** - please remind students to act responsibly while on site and ensure they know what to do if they get lost. Gallery staff are fully briefed on 'lost child' procedures and are always on hand to help. Risk assessment information can be requested from our bookings team if required. You can also prepare your students for learning so they get the most out of their visit. Full information on each of our pre- and post-visit resources and extension activities is available online at [rmg.co.uk/schools](http://rmg.co.uk/schools). Please check back frequently as this website is regularly updated.

Step 3 Checklist Questions	For more information	Complete?
Would you like to do a pre-visit?	Ask the bookings team for details.	
Have you read the health and safety requirements?	Ask the bookings team for details.	
Would you like your class to complete any of the challenges in the visit guides?	These are available to download free from the website.	
Do you have all the information you need to plan your journey?	See the website for details.	
Have all accompanying staff been briefed?		

### Step 4 – following on.

**Top tip** – tell us how we did and get more involved with our teacher forum.

Step 4 Checklist Questions	For more information	Complete?
Would you like to get more involved with the teacher forum?	Contact Liz Avery on <a href="mailto:eavery@rmg.co.uk">eavery@rmg.co.uk</a>	
Have you seen the Classroom Resources?	See the website for details.	
Tell us what you thought, please get in touch and tell us what you thought of your visit.	Ask the bookings team for details.	

