**Teachers’ Information – 2013**

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*This information will help you and your group make the most of your visit.*

*If you have any further questions, please contact the Learning Bookings Team on:*

020 7766 7323

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**Learning Bookings Team**

Ticket Sales and Information Office
The Official Residences of The Queen
London SW1A 1AA
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Fax 020 7930 9625
e-mail: learning@royalcollection.org.uk
We hope you enjoy your visit to
The State Rooms at Buckingham Palace

About your booking

Is my booking confirmed?
Your visit has been reserved.
On your reservation letter you will find a date by which full payment must be received.

A confirmation letter will be sent on receipt of your payment.

Please read your reservation letter carefully; if any details are incorrect please telephone us on 020 7766 7323.

A copy of the full terms and conditions is available on request, including details of cancellations, refunds or additions to your group prior to the visit.

How do I arrange a complimentary planning visit?
If you and a colleague would like to make a planning visit to the State Rooms at Buckingham Palace before your booked session, please contact the Learning Bookings Team on 020 7766 7323 to arrange two complimentary tickets.

You will receive a booking reference number and your tickets will be available for collection on the day, at the ticket collection point on Buckingham Palace Road.

If you would like to meet a member of the Learning team as part of your planning visit, please advise us when you make your booking.

Can I make changes to the size of my group?
You may confirm the numbers of your group up to 24 hours in advance of your visit.
Please note, if you would like to book additional accompanying adults, above the stated ratios, a reduced-rate admission fee will be payable.
How long will we stay?
Depending on the session you have chosen your time in Buckingham Palace will be between 1 ¼ to 2 hours (see specific workshop information for details). You may also like to allow time to visit the Gallery shop in small groups (please see below).

In addition, please allow around 15 minutes on arrival, to pass through Security and access the teaching room.

On exiting the State Rooms, you have an opportunity to use the lavatories and you may also like to visit the shop in small groups, before following the garden path to the exit. Please allow around 30 minutes for this.

Where can we eat our lunch?
Unfortunately, there are no lunch room facilities available; it is not permitted to eat anywhere within the Palace or the garden.

However, both St James’s Park and Green Park are within close proximity and can be used for picnic lunches on fine days. School groups may arrange to use the lunch room facilities at the Girlguiding UK ICANDO centre on Buckingham Palace Road. Please telephone the ICANDO centre directly on 020 7592 1818 for more details.

Is there somewhere to leave coats and bags?
We can provide containers to collect children’s coats and bags for storage in the Learning Room. A member of the Learning team will advise you on the day.

Is there a shop?
The shop, located in the garden at the end of your visit, offers a range of low-cost items suitable for younger visitors. If you would like to visit the shop we ask that you divide your group into smaller groups of 5-6 students, each accompanied by an adult.

To make your arrival through Security faster and easier, it is helpful if your students are encouraged to bring as few belongings as possible. Any required materials will be provided on the day.
Arriving at the State Rooms, Buckingham Palace

Coach drop-off point
You are requested to contact Transport for London for the latest information on suitable coach drop off points. Please contact the Learning Bookings Team if you have any questions.

Tickets
Please keep your confirmation letter safe; your letter serves as a ticket for your group. The group leader must have a copy of the confirmation letter to present on arrival.

Your arrival time can be found on your letter.
Please arrive at the Visitor Entrance to the State Rooms, on Buckingham Palace Road 15 minutes before the ‘Arrival Time’ highlighted on your confirmation letter. A member of the Learning team will meet you at the visitor entrance. As the State Rooms can become busy, it is important that you arrive at the agreed time.

If you find you are running more than 15 minutes late, please call the Learning Bookings Team on 0207 766 7323.

Whilst every effort will be made to accommodate you, we cannot guarantee late admission.

On arrival, you will be asked to gather your group in the arrival area, where they will be welcomed by a member of the Learning team. You will then pass through Security.

Security Measures
The Royal Collection’s London sites have airport style security measures at all public entry points which all visitors, including school groups, are required to enter through. All adults and children are asked to:

• Allow any bags to be searched by hand
• Walk through a metal detector arch, one at a time
• Switch off mobile phones
Arriving at the State Rooms, Buckingham Palace/ continued

The Royal Collection Learning Section asks that teachers undertake the following guidelines to make entry to Royal Collection sites as smooth and quick as possible:

- Please arrive at the Royal Collection site at least 15 minutes before the scheduled time for the booked workshop.
- Teachers and children should not bring the following: scissors, compasses, metal cutlery and sharp metallic implements.
- Only bring what you need! The Royal Collection Learning Section will provide all necessary equipment such as clipboards, pencils and drawing materials (Groups can bring their own sketchbooks if they prefer to use these).

We may ask you to collect individual lunchboxes into one larger container, to speed your way through Security.

Plan of the Visitor Route for The State Rooms, Buckingham Palace
Your booked visit: what to expect

Self-Guided Visit

A visit to the State Rooms at Buckingham Palace is a unique experience, combining history, an art collection and a working palace. Self-guided groups are met at the visitors’ entrance by a member of the Learning team and following the security checks groups are taken to collect their children’s audio guides.

The children’s audio guide includes highlights to look out for in each room as well as interactive questions. On exiting the State Rooms, children are offered an activity trail to use along the garden path.

**Duration:** 1 hour 30 minutes  
**Curriculum links:** English, History, Art & Design, Citizenship  
**Maximum group size:** 50 students

Special taught session for 2013

60 Years: The Coronation at Buckingham Palace

This special session gives pupils a unique opportunity to explore the preparations and rehearsals that took place in Buckingham Palace for the Coronation of Her Majesty Queen Elizabeth II on June 2, 1953.

Pupils will be able to handle original artefacts and examine letters, invitations and menu cards in order to recreate some of the events of the Coronation.

Groups will then be given the opportunity to explore the State Rooms and look out for items that relate to the Coronation in the Palace: we supply you with worksheets to help you point out important areas of the rooms. Pupils will also see the spectacular array of dress, robes and uniforms in The Queen’s Coronation 1953 exhibition.

**Duration:** 2 hours (40-minute taught session is followed by a self-guided visit to the State Rooms.)  
**Curriculum links:** English, History, Art & Design, Citizenship  
**Maximum group size:** 30 students
Creative Writing in the State Rooms, Buckingham Palace

KS2 to 5

Be inspired by this wonderful opportunity for pupils to work with published authors to explore and experience the atmosphere of these lavishly decorated rooms.

Pupils will investigate how members of the Royal Family have used the palace and the State Rooms in the past and examine the paintings and works of art on display to inspire their written work. Children will leave the workshop with new ideas, insightful notes and short written pieces.

- An interactive introduction and class discussion – Learning Room (10 minutes)
- A visit around a selection of the State Rooms with related activities and looking tasks. Class will be split into two educator led groups. (1 hour 20 minutes)
- Creative Writing activities as a group, round-up session and questions – Learning Room (30 minutes)

Duration: 2 hours
Curriculum links: English, History, Art & Design, Citizenship
Maximum group size: 30 students

Landscape drawing in the Buckingham Palace Garden

KS2 to 5

Pupils will work with our freelance artist to put into practice the techniques and skills used by artists to create your own landscape drawings inspired by the Buckingham Palace Gardens.

The group will look at the use of patterns, textures and use of colour and light to convey mood, ideas and feelings. Pupils will also explore the different types of perspective techniques and learn how to apply them to their own works of art.

Duration: 1 hour 30 minutes
Curriculum links: Art & Design,
Maximum group size: 30 students
**eLearning resources**

A number of downloadable resources and eLearning interactives linked to past exhibitions and the displays at Buckingham Palace are available within the Learning section of the Royal Collection website.

Exhibition pages on the Royal Collection website also features zoomable images of selected works and special features such as video and audio clips of our team of experts.

[www.royalcollection.org.uk/learning](http://www.royalcollection.org.uk/learning)

**Making the most of your visit:**

*Please share this with all accompanying adults*

During your visit to the State Rooms at Buckingham Palace…

- Teachers and adult helpers are responsible for their pupils and must stay with them at all times
- Security: you must follow instructions given to you by the Wardens
- No running: please ensure all group members take care and do not run
- Photography is not permitted inside Buckingham Palace
- Do not touch! No one may touch or get too close to any of the works of art, including furniture and chairs
- You may draw or write with pencils but the following are not allowed: felt tips, wax crayons, pastels, cartridge pens or other potentially messy materials
- While visiting the State Rooms, please stay together in small groups and be aware of other visitors. Please follow instructions given by the Learning team.

We hope you enjoy your visit
What are the State Rooms at Buckingham Palace?

Buckingham Palace is the London home of Queen Elizabeth II and the headquarters of the British monarchy. When The Queen is at home, the Royal Standard flies on the flag pole above the building.

If you see the Union Flag (or ‘Union Jack’), then The Queen is away.

The 19 State Rooms are the most lavishly decorated rooms of the Palace, designed for official entertaining and to display some of the greatest works of art from the Royal Collection.

The Queen lives in an apartment at Buckingham Palace, but the Palace has over 400 rooms as well as a swimming pool, tennis and squash courts. There is also a large garden with a lake. Around 450 staff work in the Palace, to help The Queen in her job as Head of State, and to keep the Palace and the works of art clean and in good condition.

The Palace gardens cover nearly 40 acres. The Queen has added many flowers and trees to the garden during her reign including 34 Indian horse chestnut trees. Helicopters are able to land in the garden on a special landing pad, which The Queen and other members of the Royal Family use on some official occasions.

At different times of the year, The Queen also stays at Windsor Castle in Berkshire, Sandringham House in Norfolk, the Palace of Holyroodhouse in Edinburgh and Balmoral Castle in northern Scotland.

Special exhibition for 2013: The Queen's Coronation 1953

This summer marks the 60th anniversary of one of the most momentous occasions in 20th-century British history – the Coronation of Her Majesty Queen Elizabeth II. To mark the anniversary of the event, a major exhibition for the Summer Opening of Buckingham Palace will bring together for the first time since Coronation Day, a spectacular array of dress, uniform and robes worn by the principal royal party. Works of art, paintings and objects used on the day will also be on display to recreate the atmosphere of that extraordinary occasion.

www.royalcollection.org.uk and explore the exhibition microsite.

What is the Royal Collection?

Britain’s Royal Collection contains paintings and drawings by many of the greatest artists of Western Art, including Leonardo da Vinci, Holbein, Rembrandt, Van Dyck and Vermeer, as well as superb examples of works of art from all over the world – furniture, ceramics, silver and gold, sculpture, books and armour. Items from the Royal Collection can be seen at royal residences across Britain and at The Queen's Galleries in London and Edinburgh.