

PLANNING YOUR VISIT

How do I book?

The best way to contact the Department is via email – education@blackburncathedral.co.uk. The Education Officer responds to all emails as soon as possible.

Alternatively, should you wish to discuss your requirements in detail, telephone 01254 277446 and leave a message and every effort will be made to return your call promptly.

All school visits must be booked into the Cathedral diary. The booking procedure works to the following system:

- Contact the Education Department through the website Contact Form (Planning your Visit)
- Education Officer will make contact with you to establish specific requirements and attach an Enquiry Form to be completed and returned.
- Once the date is cleared with the Events Team, details of your booking will be sent as a Confirmation. This comes with Health and Safety documentation as well as additional advisory information for your visit. These are to support the school's Education Visits Co-ordinator (EVC) to complete the school risk assessment and any other paperwork required by the school in respect of off-site visits.

Self guided visits are possible by arrangement with the Education Department. When planning your visit, please be aware that Holy Communion takes place on Monday and Friday between 12.30 and 1.00. Group visits during this time are discouraged, unless you wish to attend the service.

The Chapter reserve the right to vary arrangements at the Cathedral and we apologise if any parts of the building are inaccessible at the time of your visit.

How far ahead should I book?

Please book as early as possible in order to avoid disappointment. This is particularly important if you wish to have a combined Mosque and Cathedral visit, or a combined Trail and Workshop. For an increasing number of schools, a Cathedral visit has become essential in helping to deliver aspects of the curriculum, and dates are regularly booked up in advance. We regret that we are generally unable to accept bookings less than two weeks in advance.

Cancellation Policy

Please note that in the event of non-attendance or cancellation of a visit by a school with *less than 10 days notice* the Cathedral Education Department reserves the right to charge a cancellation fee of 10% of the booking costs.

In exceptional circumstances, it may be necessary for The Cathedral to cancel a school booking at short notice (for example if it coincides with a funeral service). The Chapter cannot be held liable for the cost of transport or any other costs which may have been incurred as part of the visit thus cancelled. In these circumstances, the school will be offered an alternative date at a reduced rate.

How much will it cost?

[Educational Group Visit Rates 2018-19](#)

- ❑ **Trails** - £2.20 per pupil
- ❑ **Workshops** - £3.30 per pupil
- ❑ **Trail plus Workshop** - £4.00 per pupil
- ❑ **Cathedral Experience Days / Spirituality Days** These are programmed activity days - suitable for larger groups / multiple schools, comprising of a special themed trail and at least 3 workshop sessions - Cost on request
- ❑ **Please Note** -There is no charge for accompanying adults.
- ❑ **Short, self guided visit** – no charge but a small donation is requested

In order to cover our basic costs, a minimum group charge is applied to small groups. 10 students is our minimum group number; you may bring fewer pupils, but you will be invoiced for the value of 10 students. Small groups of children with Special Educational Needs are welcomed and such visits are not subject to the minimum group charge.

For full day visits, lunch space in the Crypt is available free of charge.

Payment may be made by cheque on the day or, if you prefer, the Cathedral can invoice the school. Please make cheques payable to **'Blackburn Cathedral'**.

What support materials are available?

We recommend that you prepare your pupils carefully for their visit to make sure they get the most out of it. If you intend to bring support materials that you have prepared, it would be helpful if the Education Department could have a copy in advance.

At the end of a Trail or Workshop you will automatically be provided with a Teacher's Resource Pack of the workshop activity in order to support follow-up work / reinforcement back at school.

Where can we eat lunch?

Weather permitting, packed lunches can be eaten on the grassed areas around the Cathedral although this is a public space. We can provide facilities for eating packed lunches for up to 35 children or one class in the Crypt but this must be booked at the same time as the visit. This facility is offered free of charge to groups who book day visits.

What other facilities are available?

There are toilet facilities available in the Cathedral Crypt. There is a Cathedral Gift shop in the South Transept. At the end of your visit you are very welcome to take your pupils to visit the Gift Shop. If you do wish your pupils to visit the shop then you will need to allow a little additional time for your visit. (Please note that the Gift Shop is NOT open on Mondays).

On arrival, where do we park?

There is no parking available at the Cathedral but coach parties may be dropped off and collected outside the west end on Darwen Street (opposite Radio Lancashire).

Where do we come on arrival?

Please come into the Cathedral through the main doors (Darwen St) where you and your group will be warmly welcomed by the Education Officer. Please ensure that you arrive promptly. If you are running late please telephone and let us know: Call the Cathedral Office on 01254 277430 or the Education Officer 01254 277446.

Do we need to bring anything with us?

Generally no, although this will depend on the nature of the Trail that you have planned beforehand. Photography is permitted inside the Cathedral and we suggest bringing a camera to capture key elements of your visit as an aide memoire for pupils back in the classroom.

What is expected of teachers?

Teachers should discuss their learning aims and objectives for the visit with the Education Officer at the time of booking. Any special needs within the group should be explained so that all facilities can be available. Teachers and helpers should stay with their group at all times and experience the Trails and Workshops alongside their pupils. Unless it has been planned otherwise, they will not necessarily be expected to give any input to these sessions, although extra pairs of hands during practical workshops are always welcome! Please ensure that your pupils understand the need for quiet in a place of worship.

At all times during the visit, teachers (and helpers) will, of course, be responsible for the control and supervision of their group. We ask that all schools provide a ratio of at least 1 adult: 10 children or preferably work to the recommended DfE ratios*. No pupils are to be left unsupervised in any area at any time. Please ensure accompanying adults are fully briefed prior to the visit.

**The recommended ratios are 1:6 for Year 1 to Year 3, 1:15 for Year 4 to Year 6 and 1:20 for Year 7 and above.*

Quality Assurance

An Education Visit Evaluation Form will be given to the lead member of staff at the end of the visit, to be completed and returned to the Education Officer, in order for us to maintain and develop the standards that we have set for ourselves.

Health and Safety

Blackburn Cathedral holds the Quality Badge awarded by the Council for Learning outside the Classroom (LOtC). This is an assurance that we are recognised as the providers of quality, safely managed educational experiences for young people. Where a provider holds such an accreditation schools are not generally required to undertake a pre-visit or seek further assurances.

What about risk assessment?

At the time of booking a visit, schools receive a copy of the document Safety Advice and Code of Conduct for Schools and the full Education Department Risk Assessment. These are to assist the school's Education Visits Co-ordinator (EVC) to complete the school risk assessment and any other paperwork required by the school. The Education Department Risk Assessment is revised annually.

On the Enquiry Form you will be asked to confirm that the school is fully compliant with its Local Authority Health & Safety Arrangements.

A visit to Blackburn Cathedral is considered to be a Type A* visit.

**Type A - Educational visits that are low risk, off site visits of up to 1 day in duration (e.g. theatre visits, museum visits, cathedral visits or visits to a local school or event). The approval of the local education authority is NOT required.*

First Aid

Local Authority regulations state that First Aid which is appropriate to the activity being undertaken should be available and accessible at all times. The level of first aid cover provided by the school and the number of qualified first aiders required will be identified through the school Risk Assessment.

For most Type 'A' visits, it is sufficient that the Visit Leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried. The Cathedral always insists that schools bring their own First Aid kit and administer any first aid that may be required. The Cathedral Virgers are also qualified full-time first aiders.