



## Teachers' Information

March-October 2024

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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:

**+44 (0)303 123 7323**

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The Official Residences of The King  
London SW1A 1AA  
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# We hope you enjoy your visit to the Royal Mews

## About your booking

### **Is my booking confirmed?**

Your visit has been reserved. On your reservation e-mail you will find a date by which full payment must be received. A confirmation e-mail will be sent on receipt of your payment.

Please read your reservation letter carefully; if any details are incorrect please telephone us on: +44 (0)303 123 7323. A copy of the full terms and conditions is available on request or can be downloaded from our website ([www.rct.uk/schools](http://www.rct.uk/schools)). These include 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 Royal Mews before your booked session, please contact the Learning Bookings Team on +44 (0)303 123 7323 to arrange 2 complimentary tickets.

Your tickets will be available for collection at the Royal Mews on the day. 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.

## **Health and Safety**

### **Supervision**

Appropriate adult: pupil ratios will help ensure a safe and enjoyable visit. We recommend a higher ratio of adults to pupils than those proposed in DfE guidelines and we offer free adult places accordingly. One teacher or adult helper is admitted free of charge with every 3 Reception pupils, with every 6 pupils (Years 1, 2 and 3) and with every 10 pupils (Year 4 and above). The Learning Bookings team will have discussed with you your requirements, if any, to bring additional adults above these ratios and the rates applicable. Please ensure all adults are aware of their responsibilities, as detailed in the guidelines on page 8.

### **Health and Safety Policy**

The Royal Household is committed to the principle of ensuring the health, safety and welfare of the general public within the royal residences. Under the guidance of our Fire, Health and Safety Branch, an established policy sets out staff and management responsibilities for all areas of activity and for the conduct of risk assessments.

The following statements summarise the main provisions of this policy.

All areas at The Royal Mews open for visitor admissions have been assessed both for compliance with current Health and Safety requirements and with the provisions of the Equality Act (2010).

Regular inspections by operational, maintenance, and health and safety staff ensure that high levels of safety and visitor service are maintained. Cleaning and maintenance staff are available at all times during public opening hours, together with supervisory staff under the direction of a Duty Manager.

Emergency procedures are published for all public areas, and staff undertake regular fire and evacuation training. All wardens are in radio contact. Trained first aid staff are available, supported by a permanently staffed fire surveillance team who are able to provide strong first aid cover.

### **Risk Assessments**

The Royal Household has undertaken workplace risk assessments to cover all areas of operation, with a particular focus on visitor access and they are reviewed on a regular basis.

In order for you to carry out risk assessments specific to your group and their needs, we offer complimentary tickets for group leaders – please see page 2. Please contact the Learning Bookings Team to organise this.

### **Can I make changes to the size of my group?**

You may confirm the numbers of your group up to noon the day before your visit.

Any additional group members confirmed after this period will be asked to pay the full adult or child rate. Please see full terms and conditions.

### **How long will we stay?**

Your taught session will last around 1 hour 15 minutes to 1 hour 30 minutes, depending upon the session. In addition, you may choose to have lunch at the Royal Mews, before or after your session. After the session, you may stay as long as you like to explore the other areas of the Royal Mews. However, we recommend a maximum of 2 hours for your total visit. Please inform a member of the Learning Team if you wish to stay at the Royal Mews after your session.

### **Can we bring our own worksheets?**

You may bring your own worksheets. Please let us know during booking if you would like to borrow clipboards and pencils.

### **Where can we eat our lunch?**

The Learning Room is available for eating packed lunches. Booking is essential and maximum capacity is 35. As an alternative, during fine weather days, you might like to visit St. James's Park and Green Park (less than 5 minutes' walk from the Royal Mews).

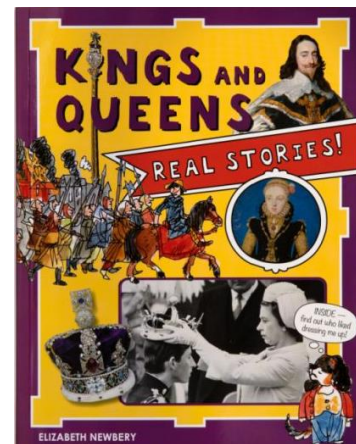


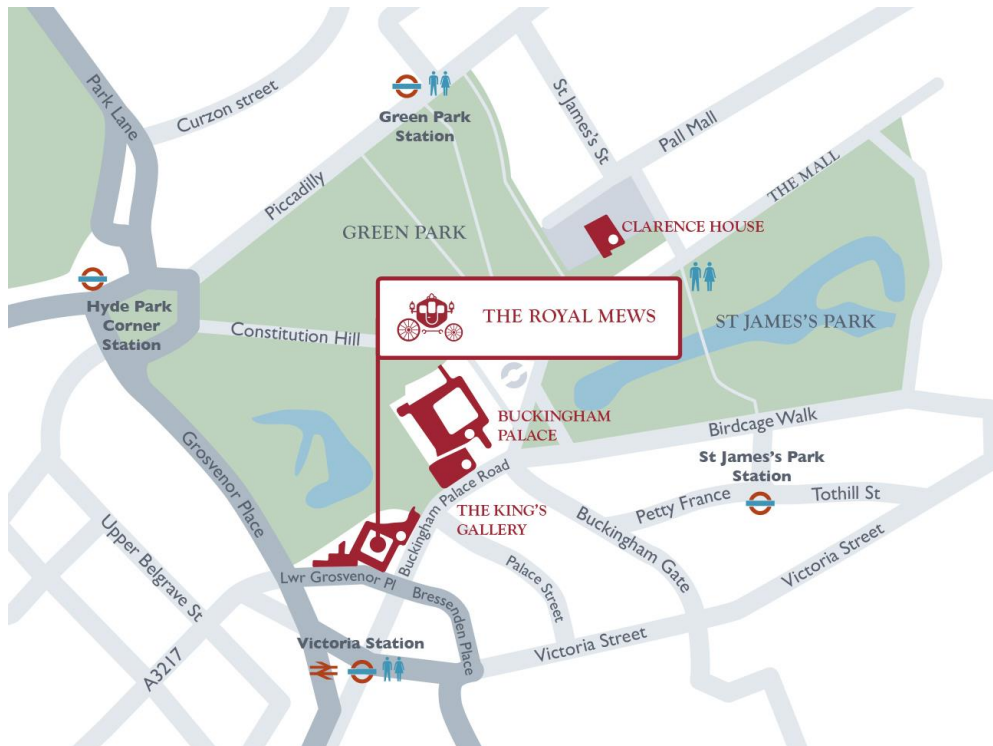
### **Can we leave our bags and coats somewhere?**

Bags and coats can be left in the Learning Room on arrival. Please note, this room is not locked and valuable items should not be left behind when the room is unattended.

### **Is there a shop?**

The shop at The King's Gallery offers a range of items suitable for children. If you would like to visit the shop we recommend that you divide your group into smaller groups of 5-6 children, each accompanied by an adult.





## Arriving at the Royal Mews

**Your arrival time can be found on your e-mail.**

Please arrive at the Visitor Entrance of the Royal Mews 10 minutes before the 'Arrival Time' highlighted on your confirmation letter. A member of the Learning team will meet you at the visitor entrance.



**If you find you are running more than 15 minutes late, please call the Learning Bookings Team on +44 (0)303 123 7323.**

### **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.

### **Guard Change Travel advice**

Please note that on Mondays, Wednesdays and Fridays (June/July – everyday) the Guard Change ceremony takes place at the Mall facing side of Buckingham Palace. The ceremony begins at 11:00, however large crowds start to gather prior to the start time.

If you are travelling to The Royal Mews, The King's Gallery or The State Rooms (September only) for your school visit, RCT recommends:

- Travelling to these locations from the direction of Victoria Station, if using London Underground or other forms of Public Transport. Please avoid exiting and travelling from Green Park if using London Underground.
- Planning your journey in advance if travelling to the area on a privately hired coach/bus. A number of roads around the area are closed prior to the Guard Change ceremony, causing traffic to move slowly and traffic jams to build.

## 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.

## 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

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 10 minutes before the scheduled time for the booked workshop.
- Teachers and children should not bring the following: scissors, compasses, metal cutlery, 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.

## Have you thought of visiting other locations close to the Royal Mews?



Visit Westminster Abbey and stand on the spot where kings and queens have been crowned since 1066, see the tombs of medieval kings and queens and find out about the Abbey's important role today.

Information about visits can be found at <http://www.westminster-abbey.org/education/uk-schools> and booked through the Education Department by emailing [learning@westminster-abbey.org](mailto:learning@westminster-abbey.org)



# eLearning interactive resources



## School Resources for the Coronation, 2023

Discover a selection of school resources to celebrate The Coronation in 2023.

## The Coronation 2023

The Coronation of His Majesty King Charles III will take place on Saturday 6 May 2023 at Westminster Abbey in London. The ceremony will see His Majesty The King crowned alongside The Queen Consort.

To help your school celebrate this important moment in history, a number of linked resources and activities have been created for you that can be accessed [here](#).

The Royal Collection, in partnership with the *London Grid for Learning*, has created an online resource to aid pupils' research and their understanding of the Royal Mews. *The Royal Mews at Buckingham Palace* contains historical photographs, archival material, photographs of the everyday life at the mews, interviews with Royal Household staff, an interactive timeline and lesson plans/activities for teachers (requires registration with the *London Grid for Learning*).

Go to: [www.royalmews.lgfl.net](http://www.royalmews.lgfl.net)



Further information available at: [www.rct.uk/schools](http://www.rct.uk/schools)

# Making the most of your visit: Notes for accompanying adults

During your visit to the Royal Mews...

- 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: the Royal Mews and its environs are historic buildings with uneven surfaces. Please ensure all group members take care and do not run.
- Weather: some of your visit to the Royal Mews will take place outside. While the teaching area is covered, pupils should have appropriate clothing for colder days.
- Photography: you are welcome to take photographs at the Royal Mews, but please wait until your taught session has finished or session teacher indicates a suitable time during your tour.
- Do not touch! No one may touch or get too close to any of the horses or carriages on display.
- There may be times when your session teacher may ask the adults to help support their group of children's learning with handling objects and other resources.
- If possible, please ask pupils to bring lunches in a disposable bag. There is limited storage space in the Learning Room for lunch boxes and rucksacks.
- Please be aware, there are no refreshment facilities at the Royal Mews. Shops along Buckingham Palace Road sell sandwiches and beverages.

We hope you enjoy your visit to the Royal Mews!

# What is the Royal Mews?



The Royal Mews is a working stable and is responsible for travel arrangements by car and carriage for members of the Royal Family.

The Royal Mews is particularly involved in major state occasions such as Coronations, Jubilees, the State Opening of Parliament and State Visits by foreign heads of state.

The Royal Mews is a living community: staff and their families all live on site.

In preparation for an event, horses in the Mews need to be trained and carriages cleaned and restored.

Originally a Mews was a place where falcons were kept. Periodically, falcons were shut away while they shed their feathers. This loss of plumage was known as “mewing”, hence the name Mews.

There are currently over 30 horses working at the Mews. Most of them are not usually on public display except when doing their official duties. There are two different types of horse: the Windsor Greys pull the carriages used by The King and his guests and they're chosen for their height and distinctive light grey colour. The Cleveland Bays are a rich, chocolate brown and they pull all the other carriages.

Some of the famous carriages on display are:

- The Glass Coach
- The diamond Jubilee State Coach (pictured)
- The Irish State Coach
- Queen Alexandra's State Coach
- The Scottish State Coach
- The Gold State Coach

*(please note that it is possible some exhibits may be off display for ceremonial or conservations reasons)*



# 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 King's Galleries in London and Edinburgh.

[www.rct.uk](http://www.rct.uk)



# A day in the life of the Royal Mews



A Royal State occasion is one of the highlights in the calendar of the Royal Mews. Each ceremony is planned with military precision has been carried out in the same meticulous way for over 100 years.

On the day of an important State occasion the Royal Mews comes to life long before the rest of London is awake. One such occasion is the annual State Opening of Parliament.

## State Opening of Parliament: stable routine

- 05:00 Stables duty
  - 05:30 Exercise the horses in the riding school
  - 06:30 Groom and set tail bandages on the horses
  - 07:30 Breakfast
  - 08:15 Groom and harness the horses
  - 09:30 Bridle the horses and attend to any final preparations
  - 10:00 Horses put to carriages
  - 10:30 Departure of Queen Alexandra's State Coach and Town Coach from the Mews to the Quadrangle at Buckingham Palace
  - 10:37 Queen Alexandra's State Coach conveying the Imperial State Crown to depart Quadrangle for the House of Lords.  
The Town Coach to follow with the Sergeant-at-Arms and the Crown Jeweller
  - 10:45 Departure of The Queen's procession of State Coaches from the Mews to the Quadrangle
  - 10:52 Queen Alexandra's State Coach and Town Coach to arrive at the Sovereign's Entrance of the House of Lords
  - 11:00 Her Majesty The Queen, accompanied by His Royal Highness The Prince Philip, Duke Of Edinburgh, departs the Quadrangle in the Irish State Coach for the House of Lords, followed by her Majesty's Household
- Return to Mews
- 13:00 Wash down the horses as necessary. Harnesses are cleaned and returned to the State Harness Room and uniforms returned to the Full Dress Store
  - 14:00 Return to normal duties