

# WINDSOR CASTLE



## Teacher Pack

This pack is designed to give you all the practical information you need to plan and undertake a successful school visit to Windsor Castle, which meets the learning needs of your pupils as well as being an enjoyable and safe day out.

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# Essential information about your booking

## Your booking,

Your reservation letter/invoice confirms the details of the booking you have made. Please read this carefully. If anything is incorrect please telephone the Learning Bookings team on **0303 123 7323**.

## What is included, including workshops and lunch space

Our reduced admission rates for school groups include any learning programme(s) and lunch spaces you have booked, and admission to all areas of Windsor Castle that are open on the day of your visit. **Audio guides are not available to school groups at Windsor Castle.**

Schools who have booked a lunch-space will leave their bags in a secure locker and collect them prior to their allocated lunch time. Schools must adhere strictly to workshop and lunchtimes as the Castle can experience several schools on any given day. **Children / schools will be required to take all rubbish back to school with them following their visit.** Teachers will be asked to ensure the lunch room is left tidy and clean for the next group.

## Changes to your booked numbers

It is essential that you let us know in advance of any additions to your numbers. If you need additional tickets (child and/or adult), you may purchase these in advance through the Learning Bookings team on the telephone number above. Any additions to the group not communicated and paid for in advance will be asked to pay the standard admission price on the day of the visit. We are not able to invoice for tickets after your visit.

Please call the bookings team for information on cancellations and refunds. Our terms and conditions for learning group admissions are downloadable from the website here:

<http://www.rct.uk/learning/schools/windsor-school-visits/essential-booking-and-visit-information>

**Making pre-visits,** Please book at least 24 hours in advance.

If you and a colleague would like to make a planning visit to the Castle before your group visit, please contact the Learning Bookings on **Learning@rct.uk** to arrange two complimentary tickets. This will help you create your own Risk Assessment. It will also help you gauge what is possible during your visit **e.g. queues are common at peak times should schools want to see the Doll's House.**

You will receive a booking reference number and your tickets will be available for collection on the arranged date, at the Group Ticket Desk in the Admission Centre (main visitor entrance). Please note the Learning Centre is only operational during school days in term time and so may be closed if you visit at other times.

If you would like to speak to a member of the Learning Team, please contact the above number and they can direct your query although there may not always be a member of team available. The following link provides further detail about the Learning Centre:

<http://www.rct.uk/learning/schools/windsor-school-visits/essential-booking-and-visit-information>

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. Please ensure that your school risk assessment covers alighting and boarding the coach and progress from your drop off / pick up point to and from the Learning Centre gates.

*All areas at Windsor Castle 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.*

*Secure visitor access is achieved by screening all visitors and by the presence of the Royalty and Diplomatic Protection Branch of the Metropolitan Police Force. CCTV is in operation throughout*



This statement summarises the main provisions of the Castle's policy and can be used on your documents.

The Royal Household has undertaken workplace **risk assessments** to cover all areas of operation within the Castle and they are reviewed on a regular basis. These are available for viewing, but on account of the sensitive nature of the venue, we do not issue them to external organisations. 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 Making pre-visits on p2.



## Contact us LEARNING BOOKINGS

Tel: 0303 123 7323 Email: [learning@rct.uk](mailto:learning@rct.uk)

To seek advice on planning or to discuss in detail the content of your taught session or any special needs, you can contact:

### WINDSOR CASTLE LEARNING TEAM

Windsor Castle, Berkshire, SL4 1NJ

Tel: 01753 868286 ext 2788 or 2789 Email: [gordon.ferguson@rct.uk](mailto:gordon.ferguson@rct.uk)

PowerPoint presentations introducing you to the Learning Centre, Castle Precincts and State Apartments are downloadable here: <http://www.rct.uk/learning/schools/windsor-school-visits/essential-booking-and-visit-information>

# GUIDELINES FOR SCHOOL VISITS TO WINDSOR CASTLE

*In order that everyone has a safe and enjoyable visit to Windsor Castle,  
we ask that school groups follow these guidelines.*

**During the visit, teachers and adult helpers are responsible for their pupils' safety and behaviour at all times and must stay with their group. Please ensure that all adult helpers are fully aware of this responsibility. Adult helpers should also be advised that they may need to work with the pupils in their care, encouraging observation and discussion and helping them complete worksheets, trails and sometimes art projects.**

## **SAFETY**

- \* Your group must follow instructions given by members of the Learning team, uniformed wardens and police officers in and around the Castle and adhere to social distancing markers in place
- \* Wristbands will be given to lead teachers and secondary children, which enable our wardens to identify your group and help ensure your safety. **All students should stay with their group leader.**
- \* All adults and children must be made aware that they need to give way to vehicles within the Castle walls and along the public highways between the Learning Centre and the Castle.
- \* If you suffer an accident or medical emergency while at the Castle, please contact a uniformed warden who will promptly call first-aid trained staff to help you.

## **BEHAVIOUR**

Pupils must adhere to a reasonable code of behaviour, as they would when at school. This includes:

- \* walking calmly in all areas and not running at any time,
- \* treating other visitors and Castle personnel with respect,
- \* behaving sensibly when using lavatories and visiting the Castle shops.

**NOTE:** children should be supervised at all times to maintain appropriate conduct and to ensure their safety. and appropriate social distancing.

## **GENERAL**

- \* Large groups should be separated into smaller units to explore the Castle to ensure everyone has the opportunity to enjoy and learn from its unique atmosphere.
- \* No one may touch or get too close to any of the objects on display.
- \* Your group may use pencils in the Castle but not felt tips, wax crayons, pastels, cartridge pens or other potentially messy materials.
- \* The use of cameras / audio / video equipment is not permitted inside the Castle buildings or in St George's Chapel.



### 1. SECONDARY SCHOOL GROUPS

#### Drop off

For [KS3, KS4 and KS5 groups](#), your coach driver must take you directly to the town coach park (marked in purple on the map, with further information in the link below).

<https://www.rbwm.gov.uk/home/transport-and-streets/parking/car-parks-and-park-and-ride/car-park/coach-park>

Under the local authority rules coach parties of KS3 and above are not entitled to a coach pass that permits the driver to pass through the town to drop off outside the Castle.

There is a clearly signposted walkway from the coach park to the Castle.

Entry to the Castle is through a special schools entry gate half way down St Alban's Street, not the main Visitor Entrance.

Members of the Learning team will be outside this gate to meet you.

#### Collection

KS3, KS4 and KS5 groups will need to return to the coach park for collection.

Coaches for these age groups are not permitted to wait in any of the roads immediately surrounding the Castle.

### 2. NURSERY AND PRIMARY SCHOOL GROUPS

#### Coach Pass

Nursery and Primary school groups are entitled to a coach pass which allows the coach to drive through the town to one of the 2 dropping off and collection points marked on the map.

Please note, the pass is purely for access to the centre of the town (where coaches are not usually allowed) and does not confer any right to free parking in the coach park – for information on parking prices, see the following link:

<https://www.rbwm.gov.uk/home/transport-and-streets/parking/car-parks-and-park-and-ride/car-park/coach-park>

#### 1 Drop off

Drop off point 1 is on the High Street of Windsor at the bus stop outside the parish church of St John the Baptist (as marked on the map). Only the bus stop immediately outside the church can be used, not the bus stop on the opposite side of the road. Drivers must use the full length of the bus stop. There are a number of other local services that drop off at the stop and should wherever possible not be impeded. There is space for only 1 coach at a time at this bus stop. If Drop off point 1 is full you will need to follow the yellow route marked on the map to Drop off point 2. If there is already a coach using Drop off point 1 your driver must follow the yellow route marked on the map to Drop off point 2.

2 Drop off point 2 is the bus stop on the High Street on the opposite side of the road to the Theatre Royal Windsor. Note that only the bus stop opposite the theatre can be used, there is no space to stop directly outside the theatre.

Entry to the Castle is through a special schools entry gate half way down St Alban's Street, not the main Visitor Entrance. Members of the Learning team will be outside this gate to meet you

#### Collection

Collection point is the same as drop off point 1 on the map (the bus stop immediately outside the parish church on Windsor High Street) The lead teacher should call the driver when to go there by mobile phone, only when the school group is ready to leave. **Schools have a 5 minute pick up time on the High Street. Coaches must not wait on the High Street or any roads near the Castle but need to meet the group as it exits. Council enforcement officers are regularly on duty in the town centre to ensure these guidelines are adhered to. Only one coach at a time can use this bus stop. If needed, schools should use the waiting area beside the Guildhall (not up the steps) to ensure the pavement is not blocked at any time. If there is already a coach at collection point 1 you will need to follow the yellow route marked on the map to Collection point 2. Drop off point 2 is the bus stop on the High Street on the opposite side of the road to the Theatre Royal Windsor.**

#### Late Arrival

If you are delayed, please inform the Learning Centre on **01753 868286 ext. 2442**, especially if you have booked a **timed** learning session.

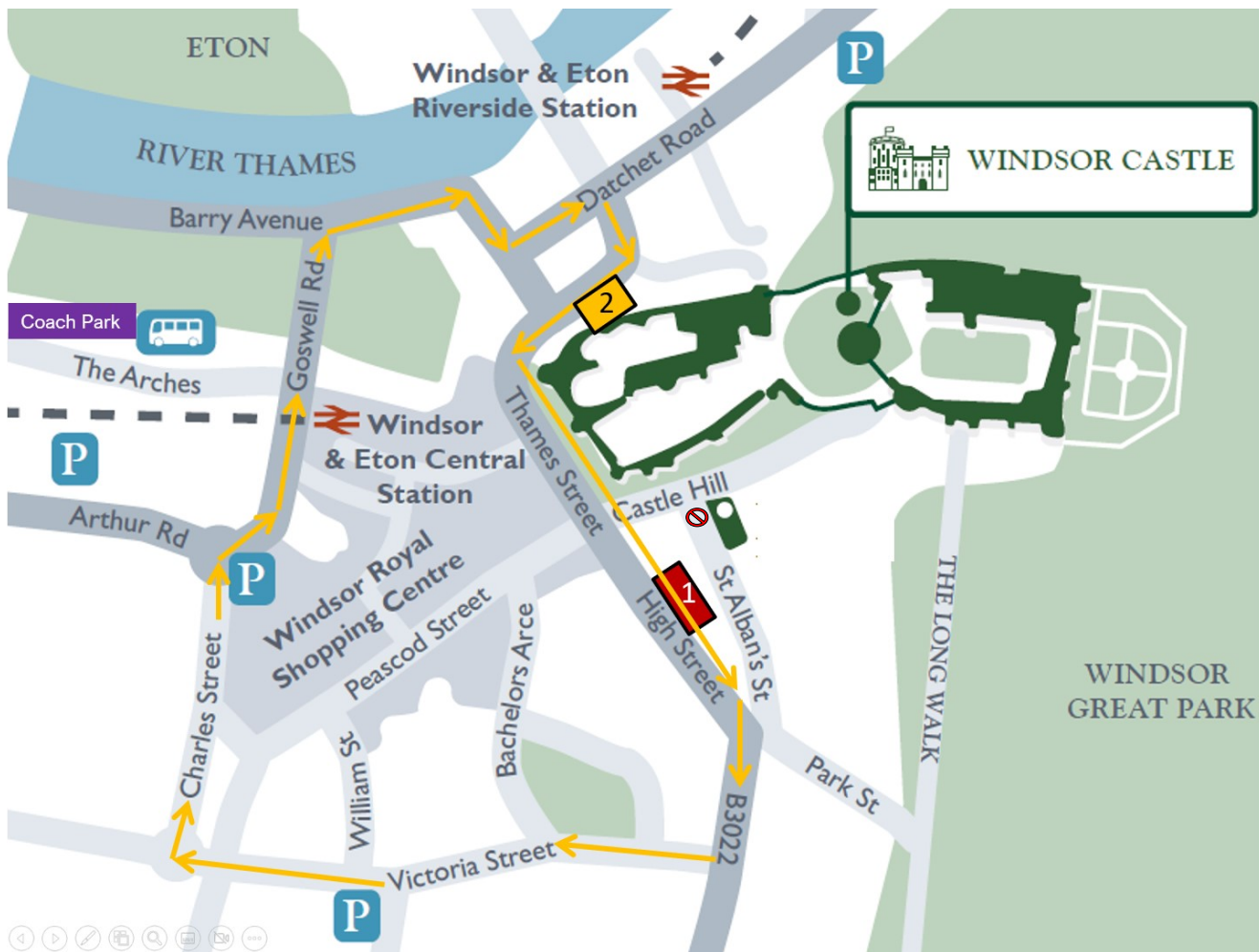
If your coach arrives in the town between 10:30 and 11:00 on Guard Change days, the driver may be directed to go straight to the coach park with the group (see map) as the Police do not allow any vehicle to stop in the security area around the Castle when the Guard are preparing to march through the town. From the coach park you will find a sign-posted walkway to the Castle.

#### Arriving by other Transport

For more information on parking and on travel by road or rail, please contact the Royal Windsor Information Centre on 01753 743900 or visit [www.windsor.gov.uk](http://www.windsor.gov.uk) See map for nearest car parks and stations.

*Please see map on page 6.*

# Local Map



**Note St. Alban's Street is now a no through road.**

## Coach Park

Drop off point and collection point for KS3, KS4 and KS5 groups

**1** Drop off point 1 and collection point for Nursery and Primary School groups

**2** Drop off point 2 for Nursery and Primary School Groups

Remember to ensure that your school risk assessment covers alighting and boarding the coach and progress from your drop off / pick up point to and from the Learning Centre gates.



**Pug Yard Learning Centre** (09:00 to 17:00. This **is not** the Castle opening times!)

*(for schools who have booked lunch space or taught sessions)*

The Learning Centre provides a base from which you can tour the Castle. It is fully accessible to wheelchair users. The Centre has designated toilets for schools groups, drinking water available and also has a stock of clipboards / ear defenders and other kit.

Upon arrival at the gate, a member of the Learning team will discuss details of your visit and housekeeping issues with you. You will be issued with red Class Teacher lanyards, which allow entry to the Castle throughout the day and which identify your group to staff in the Castle. Please don't forget to return your lanyards to the Learning Centre at the end of your visit.

Everyone will be asked to put any baggage through an x-ray machine and walk through a metal detector arch. Due to the large number of visitors the Castle is experiencing we would ask that baggage brought into the Castle is limited, as this will allow more efficient flow through the



security area. Sharp objects such as scissors and penknives will be removed.

You will then be directed to the yard and asked to leave all bags/picnic lunches in the trolleys provided. These will be delivered to the Lunch Hall when you arrive for lunch with your group.



The new lunch hall can hold three classes for lunch at the same time. Upon arrival you will be allocated a **30 minute** time slot for lunch and schools must adhere to these times as there are often a large number of children using the facilities.

By staggering times for lunch, we try to ensure the communal spaces and lavatories are never overcrowded.



You are asked to ensure; that food and rubbish are not left on the floor, that all waste is collected and removed following your visit, and that tables are wiped and floors swept before you leave your area. (supplies are provided)

You may like your group to let off steam before or after your visit and in good weather your pupils can walk to and have a run around on the *Long Walk*, only a few minutes' walk from the Castle entrance.

Accompanying adults must remain with the children at all times. **Adults cannot leave the Castle grounds once inside the security perimeter. There are no facilities for hot drinks for adults at the Centre.** Staff are encouraged to bring picnic with them. **The whole of Windsor Castle is strictly a no-smoking venue and this includes vaping of any kind.**



## Learning programmes

Many of our introductory talks, role play sessions and costume handling workshops are held in the Learning Centre Classrooms while others take place in the Castle Precincts, State Apartments and St George's Chapel. These locations are marked on the map of the Castle.

Details of learning programme(s) booked will be on your booking letter. Please read these documents carefully as they give you important information about session content, length and location. You must allow about **20 minutes** between arrival at the Learning Centre and the start time of your first booked session to allow for registration, use of lavatories and for passing through security etc. By arriving promptly for your session you will help us deliver our full programme to your group and to others using the schools' service on the same day.



## Resource material

We offer a range of resource material suitable for the age and ability of your pupils. We have trails for **KS1/2** to use on their visits as well as a **KS3** resource *In the Footsteps of Medieval Kings* to support the study of castle building in the medieval period. We offer a huge range of Pre and Post visit resources which are tailored to the workshops. Please visit: [resources](#)

We also have exciting interactive games for **KS1/2** children: *Windsor Castle: Bring on the Battle*, looking at means of attack and defence of medieval castles, and *King of the Castle: Henry's Windsor*, helping children learn about Henry VIII, his court at Windsor and his family.

**Please note the audio guide is not available to large groups and school visits**

## Special Educational Needs and Disabilities



All the facilities at the Learning Centre are accessible to wheelchair users, and in the Castle there is a special route into the State Apartments avoiding a long flight of steps. The wardens in the Castle will be pleased to help you access this. Please note that, for safety reasons, there is a limit on the number of wheelchairs allowed in the Apartments at any one time. In the Learning Centre, Engine Court and on the North Terrace you will find accessible lavatories and 'Changing Places' facility.

Our learning programmes are designed to be accessible to all pupils and most of our taught sessions can be adapted to meet any special educational needs your pupils have. We also offer a sensory talk which can be used by PMLD groups

A PowerPoint presentation introducing groups with special needs to the Learning Centre and Castle Precincts is downloadable here: <http://www.rct.uk/learning/schools/windsor-school-visits/essential-booking-and-visit-information>

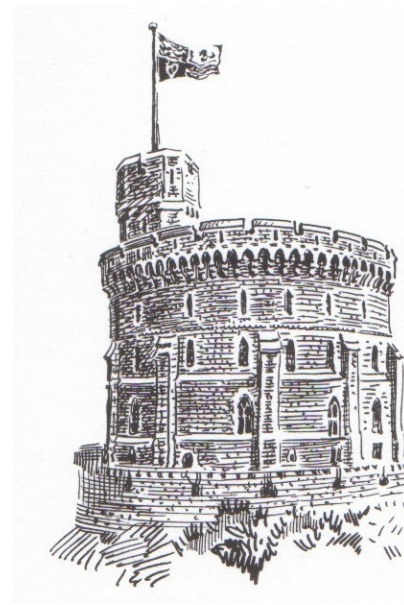
If you would like to discuss your specific requirements with a member of the Windsor Learning team, do please contact us direct (see contact details).



# Introduction to Windsor Castle

Windsor Castle is an official residence of The Queen and one of her favourite homes. It is the oldest and largest inhabited castle in the world and has been a royal home since the first wooden fortress was built here at the time of William the Conqueror.

The Castle has been transformed over time into a splendid palace, while still retaining much evidence of its turbulent past. It provides an unforgettable learning environment for school visits linked to History, Geography, English, RE, Science, Art & Design and to cross-curricular themes.



Monarch and their significance	Don't miss
<p><b>William the Conqueror</b></p> <p>First Norman king, William I, built earth and timber fortress at Windsor around 1070-80 to protect the western approach to London from attack by hostile Saxons.</p>	<p>Earth mound (motte) on which the Round Tower now stands and two baileys, now known as the Upper and Lower Wards. This outline plan has remained the same for nine centuries.</p> <p>View of River Thames from North Terrace, which caused the Castle to be sited here.</p>
<p><b>Henry II and Henry III</b></p> <p>Rebuilt Castle in stone from about 1170 to 1220s.</p>	<p>Lower section of current Round Tower. Stone walls, in places 4m thick. Flint in mortar, originally used as spacers between heavy blocks of stone. Square towers and D-shaped towers. Battlements, arrow loops and gargoyles.</p>
<p><b>Edward III</b></p> <p>Established the Order of the Garter in 1348.</p> <p>Transformed Castle 1358-68 into Gothic palace with rebuilding schemes in Lower and Upper Wards, funded by successful military campaigns.</p>	<p>Heraldry in St George's Chapel and in St George's Hall in the State Apartments. Portrait of king in Chapel, also his 2m long sword.</p> <p>Inner gatehouse with cylindrical towers now misleadingly known as the Norman Gate. Upper range of Military Knights' Houses in Lower Ward (built of grey stone, opposite St George's Chapel)</p>
<p><b>Edward IV</b></p> <p>Began work on St George's Chapel and buildings to west of Chapel in 1475.</p>	<p>St George's Chapel and king's tomb. The Horseshoe Cloister (completed 1481 but much restored in 19<sup>th</sup> and 20<sup>th</sup> centuries).</p>

<p><b>Henry VIII</b></p> <p>Used Windsor Castle as one of his many royal residences.</p> <p>Built gateway in Lower Ward (now Castle exit) in 1511.</p> <p>Completed building of St George's Chapel in 1528.</p> <p>Created a wooden terrace on the north side of Castle.</p> <p>Buried in St George's Chapel in 1547 with third wife, Jane Seymour.</p>	<p>Tudor portraits in the State Apartments. Victorian stained glass window depicting Henry in St George's Chapel.</p> <p>Henry VIII Gate decorated with stone Tudor Rose on underside of roof and Catherine of Aragon's coat of arms with pomegranate at the front.</p> <p>The Chapel, with tombs of 10 kings, 16<sup>th</sup> C stained glass, exquisite wood carvings and Tudor motifs, in addition to heraldic devices of the present and past Knights of the Garter.</p> <p>North Terrace with view down to River Thames.</p> <p>Site of king's tomb in Quire of Chapel.</p>
<p><b>Edward VI</b></p> <p>Used Windsor Castle as one of royal homes.</p>	<p>Victorian stained glass window in St George's Chapel.</p>
<p><b>Mary I</b></p> <p>Built lower range of Military Knights' Houses in 1550s.</p>	<p>Houses in buff-coloured stone leading down to Henry VIII Gate, opposite St George's Chapel.</p> <p>Queen's arms and those of her Spanish husband Philip II on outside of central tower of Military Knights' Houses.</p>
<p><b>Elizabeth I</b></p> <p>Often stayed at Castle in late summer to escape plague in London.</p> <p>Re-constructed father's wooden terrace in stone.</p>	<p>Victorian stained glass window in St George's Chapel.</p> <p>'ER 1583' in stonework above set of steps leading up from North Terrace.</p>
<p><b>Charles I</b></p> <p>Commissioned and collected paintings and drawings by artists including Rubens, Van Dyck, Michelangelo and Raphael.</p> <p>Spent last Christmas at Castle before execution in London in 1649. Buried in St George's Chapel.</p>	<p>Stuart paintings in State Apartments.</p> <p>Site of king's tomb in Quire of Chapel.</p>
<p><b>Charles II</b></p> <p>Undertook major rebuilding programme of royal apartments in Upper Ward 1675-83.</p> <p>Laid out Long Walk stretching from south front of Castle into Great Park.</p>	<p>King's Dining Room, Queen's Audience Chamber and Queen's Presence Chamber, with painted ceilings, tapestry panels and wood carvings dating from Charles II's restoration.</p> <p>View of Long Walk from Queen's Guard Chamber.</p>

<p><b>George IV</b></p> <p>Continued major rebuilding programme begun by his father George III.</p> <p>Heightened Round Tower by 30 feet (9.1m) and added battlements and towers to restore castle-like appearance to some exterior walls.</p> <p>Created splendid suite of rooms on east flank of Castle used for official entertaining.</p> <p>Created new room from an open courtyard to celebrate allied victory over Napoleon I.</p>	<p>Statue and portraits in State Apartments.</p> <p>Present-day appearance of Round Tower and castle outline.</p> <p>Semi-State Apartments (open October to March).</p> <p>Waterloo Chamber, hung with portraits of allied monarchs, statesmen and commanders including Duke of Wellington.</p>
<p><b>Queen Victoria</b></p> <p>Used Castle throughout her life for official entertaining and, in early years of her reign, as rural retreat in which to raise family. Also spent every Christmas at Windsor until Prince Albert's death in 1861.</p> <p>Created Chapel adjacent to St George's Chapel in remembrance of her beloved husband Prince Albert.</p>	<p>Statue in Grand Vestibule with favourite collie, Sharp. Bed in King's Bedchamber slept in by Empress Eugénie while on State visit to Queen Victoria with Emperor Napoleon III. Coat of arms and bust, and busts of Prince Albert and their sons, St George's Hall. Portrait in Garter Robes in Garter Throne Room, also similar portrait of Prince Albert.</p> <p>Albert Memorial Chapel, which commemorates Prince Albert and is burial place of Queen Victoria's son Leopold and grandson Albert Victor.</p>
<p><b>Elizabeth II</b></p> <p>Evacuated to Castle with sister Princess Margaret during Second World War.</p> <p>Restoration of some of principal rooms in State Apartments, following devastating fire of 1992.</p> <p>Queen Elizabeth II's husband, Prince Philip. The Duke of Edinburgh, dies at the Castle and is buried in St George's Chapel</p> <p>The Queen celebrated her Platinum Jubilee at Windsor Castle, the first British monarch to reach this milestone.</p> <p>Queen Elizabeth II is buried in St George's Chapel</p>	<p>Royal Standard flies when The Queen is in residence, the Union flag when she is not.</p> <p>State Apartments, used for official and family entertaining. Coronation portrait, Garter Throne Room.</p> <p>St George's Hall, Lantern Lobby, Semi-State Rooms, Grand Reception Room</p>

# Castle Map

Follow North Terrace Entrance to  
**Queen Mary's Dolls House**  
and the **State Apartments**

**St George's Chapel**  
Entrance



**Pug Yard**  
Learning Centre

**Admissions Hall** -  
Entrance for  
schools who are  
fully self guided.

**Welcome Hall** -  
Schools entrance and exit

**Changing of the Guard**  
Tuesdays and Thursdays

★ *Toilets are located at the Learning Centre and just inside the Inner Hall of the State Apartments.*



**NO PHOTOGRAPHY**

**Windsor Castle**

# Latest News -

## The final resting place of Queen Elizabeth II.

- Following the enormous outpouring of grief at the death of our beloved Queen, Elizabeth II, key areas of the Castle are likely to be busier than usual, such as the late Queen's final resting place within St George's Chapel. Please be aware that there may be significant queues and waiting times. We ask that children remain respectful at all times and mindful of other visitors.

## 100 Years: Queen Marys Doll's House

- There is great interest at the moment in the doll's house due to this anniversary and so please be aware that there may be significant queues and waiting times. It may be better to avoid the queue for the doll's house and head straight to the State Apartments.

## Coach Drop Off / Pick up

- RCT have been made aware that coach companies have been approached by The Royal Borough of Windsor and Maidenhead for not following drop / collection guidance (included) Please ensure you pass this guidance to your coach driver and ensure your children are not put in any danger due to poor road safety.

## Vaping

- Regular visitors will be well aware that the whole site is a designated no-smoking area. This extends to vaping which is not permitted! Also teacher / supervisors cannot get out of the castle and re-enter as they are part of designated supervising ratios.—please ensure all supervises are aware of this rule.

