

Further instructions for teachers visiting the Behind the Headlines Education Centre

Thank you for booking a workshop at our Education Centre. We are looking forward to welcoming you and your students. The following instructions will brief you on preparations that you will need to make in advance of the visit, how to get here, procedures for arrival at the building and what will happen during the day. It is important that you read this prior to visiting.

Although the workshop is free, a £200 (plus VAT) cancellation fee will be charged if the booking is cancelled with less than 15 working days' notice provided. Please see below for our full cancellation details.

In advance of your visit

- **Please ensure you have read our risk assessment** and related documents which are on our website here:
<https://theguardianfoundation.org/programmes/behind-the-headline>
- We will contact you 48 hours before your visit to check whether your school has had to activate your Covid-19 contingency plan and to ensure there has not been a Covid-19 case that impacts the visit of your group.
- We will update you if a case of Covid-19 affects our ability to run an onsite workshop.
- We will also let you know if we have to restrict visits to the Guardian offices and that your session will revert to a shorter virtual version on the day of the booking.
- **Teacher/pupil ratio: there should be a minimum of 3 adults regardless of group size.**
- **All students will need to be wearing a simple label badge with their first name on them before they enter the building. Please make sure you supply the students with these.**
- The Education Centre takes for the following workshops minimum of and maximum of **24** students for news editing workshops and **30** for full day Make a newspaper workshops.

Workshop	Timings	Minimum number of students	Maximum number of students	Space provided for schools to eat packed lunch
News editing	10.00-12.00	18	24	No
Make a newspaper front page	10.00-2.30	18	30	Yes

Please let us know in advance if you have a disabled person (including any adults) in your group who cannot exit the building unaided so we can put in place a Personal Emergency Evacuation Plan.

- You will be responsible for the supervision and safety of your pupils at Kings Place.

On the day

- Please do not come to the Behind the Headlines Education Centre if you or anyone in your party feels unwell or if anyone in your party's household is showing signs of COVID-19. If you can no longer attend you can cancel your booking by emailing behindtheheadlines@theguardianfoundation.org.
- Please ensure that you carry with you the standard DFE/LEA consent and medical form signed by parent(s) or guardians for each child, or the equivalent procedure that your organisation has in place.
- Please ensure that each child in your group brings water sufficient for their visit and packed lunch if the school is taking part in the full day Make a Newspaper front page workshop.
- Please bring two class lists (one for the Reception desk and one for you to keep on you at all times).

How to get here

- The Education Centre is located at Guardian News & Media, Kings Place, 90 York Way, London N1 9GU.
- Kings Place is well located for transport, with King's Cross and St Pancras stations serving local and national rail services as well as the Circle, Hammersmith and City, Metropolitan, Northern, Piccadilly and Victoria tube lines.
- There are bus services from all over London and the 390 bus passes the building, along York Way.
- There is no coach drop off point near the building. **Crinan Street is unsuitable as a drop off point.** It is the responsibility of your coach company to find a safe drop off point nearby. Please contact us if you want further advice.
- Transport for London offers free public transport for school groups in the Greater London Authority area. For details please contact them several weeks in advance of your visit. <https://schoolparty.tfl.gov.uk/>
- GNM bears no responsibility for the safety of children travelling to and from its premises.
- **Our workshops start at 10am.** If you wish to arrive after 10am please let us know in advance.
- **If you are running late on the day please contact Reception on 020 3353 3574**
- For all other enquiries contact the Behind the Headlines team on 020 3353 3306/ 074256 24009.

On arrival

- The Guardian and Observer entrance is situated on the corner of York Way and Crinan Street. Do not use the main entrance to Kings Place Arts Centre.
- There is a revolving door at the entrance. For ease of access to the building, the teacher should use the accessible door adjacent to the revolving door.
- Bags may be searched and scanned on arrival.
- **Please congregate the group quietly in the ground floor entrance area. A member of the Behind the Headlines team will collect you and escort you to the Education Centre.**
- Escalators will take you up to the first floor where the Education Centre is located. Disabled access can be gained via a lift located at the rear of the ground floor entrance area.
- **Please be aware that the group is coming into a working environment.**
- Please take care and respect everyone's space as you move around the building.
- You and your fellow teaching staff must remain with your students at all times.
- **We can only provide lunch space for full day sessions.**

During the day

- **You and your fellow teachers will need to supervise the pupils in your group at all times** during their visit to the Guardian, and you will be responsible for the group's behaviour.
- **The Education Centre is situated in the working offices of the Guardian and Observer newspapers. High standards of conduct will be expected of all visitors and consideration given to staff in their working environment.**
- The Behind the Headlines team reserves the right to curtail the visit at any time in response to unacceptable behaviour.
- The sessions at the Education Centre are taught by qualified teachers who will directly lead the workshop.
- During the day teachers will be involved in helping pupils with their work and achieving their deadlines.
- During the workshop we will take a small photograph of each pair to go on their newspaper front page. We destroy photographs at the end of the session on the camera and also on our server.
- All coats and bags must be stored in the Education Centre cloakroom.
- No writing materials will be required, as these will be provided.
- The Guardian Foundation is not responsible for loss or damage to personal property.
- Food and drink should not be consumed in the Education Centre
- Chewing gum is not allowed in any area of the building.

Cancellation fees

Our cancellation fee for a confirmed booking is £200 (plus VAT). This fee will apply if:

- A session is cancelled with less than **15 working days'** notice provided.
- The group fails to arrive on the date booked.
- Less than **18** students are present on the day of the visit.