



Please Read Carefully!

NORWICH CATHEDRAL

Schools & Family Learning Department

GUIDELINES FOR TEACHERS & LEADERS

We'd like you & your pupils to get the most from your visit and above all else, to have a great time. Please go through these guidelines with all staff/helpers/pupils prior to your visit. THANK YOU.

- **BEHAVIOUR** please remind everyone that quiet and respectful conduct around the site is required. It is a place of prayer & worship. You are responsible for your group's behaviour at all times. Please support our team leaders with this.
- **BE READY TO SPLIT YOUR GROUP!** If we've arranged to split your large group into smaller ones, please be ready to do this on arrival. Time is always tight!
- **PRAYERS ON THE HOUR** are said throughout the day. A priest will say a prayer for a few minutes. You'll hear it over the loud speakers in the cathedral. Please ask the group to be still and quiet for this.
- **MOBILE PHONES** please silence them while you are in the Cathedral and ask pupils not to text or tweet during guided visits or workshops.
- **Food & Drink** please ask pupils & leaders not to drink or eat in the Cathedral.
- **PHOTOGRAPHY** is allowed. Please ask pupils to wait until their leaders have stopped talking to them before they snap!
- **FIRE ALARMS** if you hear the loud recorded voice & siren over the loud speakers please evacuate via the nearest exit onto a green area and be ready to take a roll call of all your pupils. Bring a register of names with you!
- **FIRST AID** we cannot guarantee the presence of qualified first aiders all the time but will assist you as much as possible. Please bring your own first aider and kit with you. We will record any accidents that take place in our accident record book.
- **LAVATORIES** please supervise your group at all time when using our public lavatories near the refectory café. Entry codes will be given to you on the day.
- **LETTING OFF STEAM!** If you'd like your group to have a run around during lunch break, please take them out to the West front green. Please do not allow them to run about on the cloister lawn.
- **HATS OFF TO THAT!** we ask that hats & caps are not worn in the Cathedral (unless there's specific medical or religious reason).