

NATIONAL GALLERY EDUCATION



We hope you will enjoy your visit to the National Gallery. Before you come, please read this leaflet and show it to all accompanying adults. It will help you to make the most of your time here.

Your gallery session

All sessions take place in the Gallery and are led by experienced Gallery educators. Their aim is to help you and your students engage and respond to the collection of Western European paintings which date from the Middle Ages to the early 20th century.

You will normally be shown between three and five paintings during the hour-long session. This may seem a small number but we want young people to leave the Gallery having enjoyed the process of looking at a few paintings, which they will remember.

Your Gallery educator will meet you at the Pigott Education Centre Entrance (see map) and take you back there at the end.

Some FAQs

Is my booking confirmed?

Confirmation is sent via email. Please read it carefully, and if the details are not correct telephone us immediately on 020 7747 2424.

What if I have to cancel?

Please telephone us on 020 7747 2424. The Gallery may ask for costs from any booked group giving less than 48-hours' notice of a cancellation or failing to turn up.

What if we arrive late?

If you are delayed, please telephone us on 020 7747 2424. Please plan to arrive about 15 minutes before the time your talk is due to start. If you arrive late, your Gallery educator may not be able to offer you a full hour's talk. If you arrive much earlier than your booked time, please use the Sainsbury Wing Entrance as the schools cloakroom may not be able to accommodate you until your booked slot.

Which entrance should we use?

Booked school groups should use the Pigott Education Centre Entrance at the back of the Gallery in Orange Street (see map). Toilets, a cloakroom and sandwich rooms are all in this area. Please report to the Reception Desk when you arrive.

How many adults should we bring?

Please bring a minimum of two adults per class, more if possible. At least one teacher must accompany the group.

Is there a cloakroom?

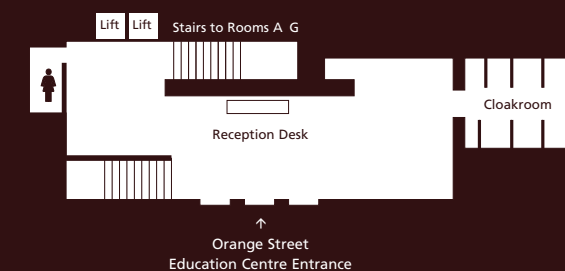
There is a school cloakroom (see map) and each school is assigned a coloured section where coats and bags can be left. Please do not leave valuables in the cloakroom. Students using the cloakroom must be accompanied by an adult.

Where can we eat lunch?

There are four sandwich rooms (see map), which must be booked in advance. If your group is small you may be asked to share with another group. Your sandwich room booking is for half an hour only. Please make sure you leave in time for the next group to start their lunch punctually, and leave the room as clean and tidy as you would like to find it. Cleaning materials are provided in the labelled cupboards.

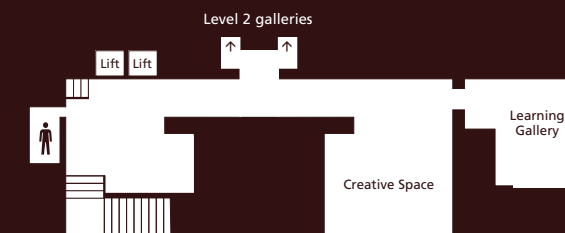
PIGOTT EDUCATION CENTRE MAP

Level 1



- Each school is allocated a separate coloured section in the cloakroom
- Please accompany children to the toilets

Level 2



- Please accompany children to the toilets

Level 3



- Please leave sandwich rooms clean and tidy using materials provided

NATIONAL GALLERY RULES

Please show these to all accompanying adults.

- During the visit teachers and adult helpers are responsible for their students at all times and must stay with their group.
- You must follow instructions given to you by security staff.
- No one may touch the paintings or get too close.
- You may use pencils and felt tips but not wax crayons, pastels, cartridge pens or other potentially messy materials.
- The use of cameras and audio/video equipment is not permitted.
- Mobile phones must be switched off in the Gallery.
- When spending time in the Gallery, before or after your talk, please go around in small supervised groups no larger than 10. Please be aware that National Gallery lectures take precedence in front of the paintings, and you may be asked to move on if a particular painting is needed.

Enjoy your visit!



What about toilets?

Female toilets are on Level 1, male toilets are on Level 2. Boys under seven may use the female toilets if you have no male adult with you. There is a limited number of female toilets, so please allow sufficient time if you are taking a large group.

Can we spend time in the Gallery before or after our talk?

You can. Please go around in small supervised groups (no larger than 10) and avoid rooms where other school and adult groups are being taught. Please do not plan to spend the whole day here: gallery fatigue can deter students from wanting to visit again.

Can we bring our own worksheets?

Paintings are often moved or difficult to see because of overcrowding in the Gallery, so we do not normally recommend the use of worksheets.

Shop

A children's corner is located in the East Wing (Getty) Shop with a wide selection of low price products including pencils, erasers and postcards. Please ensure that pupils are supervised at all times when visiting the shop. If you would like to pre order goody bags tailored to meet your school's needs, please email online@nationalgallery.co.uk.

Print on Demand

The Print on Demand service, located in the Sainsbury Wing Shop, offers visitors the opportunity to purchase a print made directly from the original painting using a studio digital camera and a large format inkjet printer. The prints come in a variety of sizes: A4 £15, A3 £25, A2 £35. Please note that you can view the whole collection for free online and posters of highlight paintings are available in the shop, priced £12.

ArtStart

ArtStart is an interactive multimedia system which uses a high quality touch screen to allow the visitor to browse the collection. ArtStart terminals are situated at several locations around the building (ask at the Information Desks).

Risk assessment

For information to assist in the writing of a school risk assessment see the Health and Safety Informative for Education Groups at www.nationalgallery.org.uk/school-visits-what-to-expect

Contact us

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THE
NATIONAL
GALLERY

PRE-VISIT INFORMATION FOR SCHOOLS

