

# SAINSBURY CENTRE

## School Group Visit

Please find below information that includes our terms and conditions of booking and health and safety guidelines, to help you plan a visit to the Sainsbury Centre. If you have any questions please contact the team at: [scvagroupvisits@uea.ac.uk](mailto:scvagroupvisits@uea.ac.uk).

### Self-directed visits

You are welcome to self-lead your visit to the Sainsbury Centre. Entry is free to the permanent collection and you can download our new Cut and Stick resources to support you in structuring your visit. <https://scva.ac.uk/education-research/resources/teachers-resources>

### Working with Artists

Students can take part in hands-on sessions with our team of local artist-educators. Find images of past activity here: <https://www.flickr.com/photos/sainsburycentre/albums>

Opportunities include:

#### Artist-led tours

These are themed sessions in the gallery spaces or Sculpture Park in which students are encouraged to look, discuss, draw and make in response to the art on display. The charge is £50 per session for up to 30 students and sessions last for 45 minutes.

#### Studio Workshops

Workshops take place in the Studio located in the link corridor of the downstairs galleries. Our workshops last for 90 minutes and cater for groups of up to 30 students at a time. We tailor each workshop individually and design the session to suit your needs. Workshops are delivered by our team of artist educators and linked to themes in the collections or our exhibitions. We will be happy to work with you to ensure your students get the most out of the workshop experience. Studio Workshops are priced at £180.

We offer a combined price of £210 for an Artist-led tour followed by a Studio Workshop.

## **Sculpture Park and UEA Campus**

The Sainsbury Centre for Visual Arts is located in a beautiful parkland setting on the campus of the University of East Anglia overlooking the broad.

As well as the Henry Moore sculptures close to the Centre, and the newly installed Antony Gormley sculptures, the University has several other sculptures that you may like to show your students as part of their visit. The campus map on the UEA website features the Sculpture Trail, and includes further information about the sculptures and their locations.

### [Sculpture Trail at UEA](#)

**Please note** that some of the sculptures are located near the UEA broad so you may need to use extra caution when approaching with school groups and ensure students keep safe near the water's edge.

## **Group size and staff ratios**

We can accommodate groups of up to around 60 students. Special exhibitions, workshops and use of our lunch space will require large groups to be divided and you may wish to consider staffing arrangements.

Your knowledge of your group of young people will inform adult to student ratios, we recommend a minimum of 1:15 in the galleries and lunch space.

## **Lunch**

Our Crescent Wing Reception area is available to schools to eat packed lunches. School groups can also leave bags and coats in this area while visiting the galleries.

## **Behaviour and managing your group**

Whilst at the Sainsbury Centre you are solely responsible for the care, and behaviour of your group. Students are expected to have a responsible attitude and to show regard for the building, its contents, our staff and other museum visitors. Please note that the Sainsbury Centre reserves the right to ask any individual not complying with these terms to leave.

Group leaders have responsibility for ensuring all members of the group, including other adult helpers are aware of the ways in which we can all work together in the galleries safely (see below).

## **Working Safely in the Gallery**

For the safety of all visitors and artworks we ask you to support us by ensuring your group follows these instructions:

- Please don't touch the artworks or cases
- Keep movement to a walking pace
- Please ensure you stay visible to your group leaders
- Please leave all food and drink in the cloakrooms or allocated lunch space
- If you are sketching, please only use pencil

Photographs are welcome in the permanent collection and Sculpture Park without flash, please check with us about photographing Special Exhibitions

## **First Aid and Risk Assessment**

We encourage schools and groups visiting the Sainsbury Centre to have policies in place for ensuring adequate first aid support. We can send copies of our risk assessment information for visiting the gallery and taking part in Studio Workshops to support you in preparing your own visit risk assessment.

## **Fire and Evacuation**

An announcement or alarm will sound to alert staff and visitors of an evacuation. Gallery staff will direct visitors to the nearest fire exit. Group leaders should accompany their groups via the nearest fire exit to the designated fire assembly point. Please note that due to fire regulations only those that can descend the spiral staircase independently can be admitted to our Mezzanine Gallery space.

## **Support for all students**

We are committed to helping everyone enjoy and take part as fully as possible on a visit to the Sainsbury Centre. If you have students with particular needs that you would like to discuss with us, please just email [scvagroupvisits@uea.ac.uk](mailto:scvagroupvisits@uea.ac.uk) and we will be happy to help.

## **Outreach and Widening Participation**

The Sainsbury Centre works in partnership with UEA Outreach to offer funded workshops and exhibition entry to qualifying schools. Schools are eligible for funding if a sufficient number of students in the visiting group meet widening participation criteria. Outreach visits will involve an HE element to the day and there are some simple feedback and evaluation forms to complete following the visit.

## **Language students**

Students from overseas are welcome to visit. There are resources available to download here to support your visit:

<https://scva.ac.uk/education-research/resources/language-resources>

## **Parking and coaches**

Coaches can drop off and pick up groups at the bus stop near the turning space at the bottom of Chancellors Drive. The Sainsbury Centre is a short five minute walk away. **Please note, there is no access for coaches to Norfolk Road.**

If you are travelling by car or mini-bus you can park in the bays on Norfolk Road or in the Sainsbury Centre car park (P7) opposite the main gallery entrance. These car parks are free with a parking permit obtained from our Gallery Reception desk.

[Car Park Map](#)

## **Cancellation**

If you need to cancel your booking or you are unable to confirm a provisional booking, please let us know as soon as possible. This will allow us to make the date available to another school. We reserve the right to charge a reasonable administration fee should your cancellation be at very short notice. To cancel Studio Workshops or Artist-led workshops we require a minimum of 15 working days' notice to avoid the full charge being applied.

In the unlikely event that we need to cancel delivery of a Studio Workshop or Artist-led tour we will alert you as soon as possible and refund any monies already paid. Unless the Centre is closed your visit will still be able to go ahead on a self-directed basis.

## **Payment**

Your school or college will be invoiced for tickets and workshops following the visit. If you would prefer an alternative method of payment please contact [scvagroupvisits@uea.ac.uk](mailto:scvagroupvisits@uea.ac.uk) to arrange this.

**Thank you – we hope you enjoy your visit!**

Schools & Students team, the Sainsbury Centre