

## School & Outreach Programme:

### Practical information for student group visits

This document sets out some important and useful information to ensure your visit is enjoyable and safe.

#### 1. Booking in Advance

- The Sainsbury Centre is an extremely popular venue for school and student group visits, and as a result we ask that all groups book in advance.

#### 2. Group Size:

- We can comfortably accommodate groups of up to x60 students, and with careful planning visits with x90 may be possible.
- Students must be supervised at all times. We suggest an adult:student ratio of at least 1:15.

#### 3. Admission Prices

- Pre-booked educational groups benefit from discounted admission to our special exhibitions, typically £3 per person.
- Entry to the permanent collections is free of charge.

#### 4. Parking and dropping off:

- Coaches –The Sainsbury Centre is located on Norfolk Road which is not accessible to coaches. If you are travelling by coach, please ask your driver to drop the group off at the drop off point at the bottom of Chancellors Drive, close to Norfolk Road, and make the short walk to the Centre main entrance.
- Minibuses and cars – Please use Norfolk Road to access the Sainsbury Centre Car Park. Free parking permits are available for the duration of your visit from the Front of House Reception, inside the main doors.
- Disabled Parking bays are located at several points along Norfolk Road.

#### 5. On arrival:

- Where possible a member of the Learning Team will be waiting to greet your group, however occasionally this is not possible. Where this occurs, please could the group leader go to the Front of House Reception, inside the main doors and let the reception staff know the group has arrived. They will contact the Learning Team for you.
- Please ask your group to wait quietly outside the main doors if the weather is fine, or inside in poor weather. For the benefit and safety of all visitors and staff at the Centre, please make sure access to the doors, toilets, and reception are not blocked.
- If the Crescent Wing school reception area has been booked for you to use for bag storage and wet weather breaks (see your visit plan), a member of staff will escort your group to the Crescent Wing and will provide a brief introduction to the Centre. Access cards to this space will be provided for the duration of your visit. There are toilet facilities in the Crescent Wing as well as by the main entrance and the Modern Life Café entrance to the building.

## 6. Group leader's responsibilities:

- We recommend group leaders come equipped with a first aid kit and mobile phone. In the event of a serious medical emergency please dial 999. Our Security team in the Sainsbury Centre are First Aid trained and can be contacted on 01603 592469 or by visiting the Security Desk, located at the far end of the main gallery, next to the exit for the Modern Life Café. For emergencies in the Sculpture Park please contact the UEA Security team on 01603 592222.
- 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.
- As group leader we ask that you ensure all adult helpers are aware of the content of this document.
- When exploring the open spaces around the Sainsbury Centre please be aware that paths and boardwalks can be slippery, especially during wet weather. As this is a nature area there may be branches and other trip hazards. Some sculptures are close to the edge of the broad where there is deep water, please take extra care if you plan to explore these areas. We advise a pre-visit for group leaders to familiarise themselves with the environment and that schools carry out their own Risk Assessments.

## 7. During your visit<sup>1</sup>:

- **Inside the Sainsbury Centre**

Group size – For older students we recommend a minimum adult to student ratio of 1:15, this is a minimum, we rely on your knowledge of your group to guide where this ratio should be lower. For younger students we strongly recommend a lower ratio, 1:6 (or perhaps 1:10, depending on the experience of the adult) is likely to provide a better experience.

In the gallery - For the safety and enjoyment of all visitors, and for the safety of the artworks, please ensure all members of your group are aware of the following:

- Please do not touch the artworks or cases
  - Please move around at a walking pace
  - No food or drink is allowed in the gallery or exhibition spaces
  - If you are sketching, please use only pencil
  - Group leaders are responsible for their group at all times, please maintain visual contact with your group.
  - Photography – non-flash photography is welcome in the permanent collection. Occasionally there may be items in our temporary exhibitions where photography is not permitted, this will be indicated in the signage for the object concerned.
- **In the Sculpture Park**  
You are encouraged to explore the Sculptures in the [Sculpture Park](#) and to draw or take photographs of the University architecture. Please remind your group that climbing on the sculptures is not permitted.  
As noted above, paths and boardwalks in the Sculpture Park can be slippery, especially during wet weather, and as this is a nature area there may be branches and other trip

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<sup>1</sup> Subject to any Government guidelines in place at the time of visit

hazards. Some sculptures are close to the edge of the broad where there is deep water.

#### 8. At the end of your visit:

- Please return any access cards issued your group to the Front of House Reception at the end of your visit. **Please note**, a charge of £10 per card, to cover replacement and administration costs, will be invoiced for any cards not returned at the end of a visit.

#### 9. Cancellations & Payment:

- Cancellation - If you need to cancel your booking, please contact us as soon as possible. Cancellation of Studio Workshops or other facilitated activity normally requires a minimum of 15 working days' notice to avoid the full charge being applied. For paid exhibitions we normally require 7 days' notice of cancellation.  
If, in unavoidable circumstance, we need to cancel your workshop or other artist facilitated activity we will endeavor to offer an alternative. However, if this is not possible, if you wish, you are very welcome to continue with your visit and use your booked slot for a self-led visit.
- Your school or college will be invoiced for workshops, and for any chargeable exhibition tickets issued, after your visit.  
If you would prefer an alternative method of payment please contact [scvagroupvisits@uea.ac.uk](mailto:scvagroupvisits@uea.ac.uk) to arrange this.

We look forward to welcoming you to the Sainsbury Centre.

In the meantime, we hope you will find the extensive range of online resources on our website useful in preparing for your visit and to support your study activities.

Finally, following your visit, we would love to hear about your experience, and to see photos of any work that you create inspired by it.

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