

# Education Welcome Pack

We have compiled a handy guide to make your visit to Harewood as easy as possible. The information below is based on the most common questions that we get from learning group leaders.

We hope you find this document helpful but if you have any further queries then please email the Learning Team at [learn@harewood.org](mailto:learn@harewood.org) and we will be more than happy to assist you.

## Getting to Harewood

The village of Harewood is centrally placed in Yorkshire at the junction of the A61/A659 on the Leeds/Harrogate Road.

Harewood has ample free parking for cars, coaches, and minibuses.

We are situated:

7 miles from Leeds and Harrogate on the A61

5 miles from Wetherby and the A1

22 miles from York

9 miles from Leeds/Bradford airport

8 miles from the M1

You may wish to use a route planner – our postcode is LS17 9LG, although Sat Nav users are recommended to try LS17 9LQ as this will bring you straight to the main Archway entrance to Harewood off the A61.

## Arrival at Harewood

Upon arrival, you will stop at the admissions barriers and be greeted by our Visitor Reception Team. If you are with a facilitated group, they will give you a form to complete detailing your exact numbers and contact information, should we need to contact your group during/after your visit (your contact information will never be passed on to any third-party group). If you are a self-guided group, they will simply verify the number of people in your group. They will allow admission and direct you to our car park with instructions on where to park your coach. Unless you are instructed otherwise this will be at the top of the carpark, just past the toilet block.

If you are here for a facilitated workshop, you will be met at your coach by a member of the Education Team who will collect your completed paperwork from you and provide a welcome to the site.

Please be aware when you disembark/embark from your coach that our carpark can get very busy so to ensure the safety of your pupils please ensure that they are fully supervised at all times.

Self-guided groups are required to keep their lunch, bags, and coats on their persons. For a small fee, a lunch/storage space can be booked in advance, but this is dependent on availability.

Please discuss lunch space options with the Learning Team prior to arrival as location and availability will depend on group size and other factors. Harewood House will endeavour to provide space if requested, however, cannot guarantee there will be one.

We encourage picnicking on site but do not allow food to be consumed in the House or Courtyard Café spaces.

Group access to toilets can be limited at parts of the site, but we do have excellent facilities adjacent to the carpark and the Education Suite so please arrive in plenty of time before your workshop starts to allow you and your group to use these amenities.

### **Workshops**

Workshops facilitated by our Learning Team are an excellent way to enhance learning. A facilitated workshop must be booked in advance. Each workshop can accommodate different levels and numbers of students, please just ask. As a rule of thumb, a facilitated workshop can accommodate up to 70 people, however, these numbers can be flexible. In the unlikely event, Harewood House Trust reserves the right to alter or withdraw any package, facility, show or exhibit without prior notice. Harewood House Trust cannot be held liable for any other costs your planned visit incurs.

### **Late arrival**

If your group is running late, please let us know on 0113 218 1000. We will do our very best to ensure you get a full workshop. However, please be aware there is a risk that the session will be adjusted or cancelled due to other bookings on the same day. It is therefore important that you arrive on time for the start of your first session; you will be sent a timetable with your booking confirmation detailing your schedule.

### **Accessibility**

We look forward to welcoming all visitors through our doors and want everyone to have an outstanding experience. Due to the historic nature of Harewood House, the grounds and gardens, some areas of the site have limited accessibility. More information on site accessibility and the measures that we have in place can be found by following the link below:

<https://harewood.org/visit/access/>

If you have booked a facilitated session, please contact the Learning Team on [learn@harewood.org](mailto:learn@harewood.org) with any information regarding physical, learning and behavioural access needs so we can ensure each pupil is appropriately catered for and can get the absolute most from their visit. If you have booked a self-led visit and would like more information, we are more than happy to answer your questions at the above email address.

### **Trigger Warning**

Harewood House has been the home of the Lascelles family for 250 years. The money that was used to build the House was made in the Caribbean, where the Family generated a significant fortune through the transatlantic slave trade and the production of sugar. Their business encompassed the systematic enslavement, transportation, and exploitation of African people. Harewood House and its collection contain material collected and created by societies in which very different attitudes and behaviours were normalised.

We understand that some visitors may find the collection and its context challenging and upsetting and will do our best to support your visit. If you have any specific questions or requests, please contact the Learning Team on [learn@harewood.org](mailto:learn@harewood.org).

Today Harewood House is cared for by the Harewood House Trust, an educational charity who are committed to using our collection, landscape, and history, as a means to create a better and more inclusive society.

For more information on the history of Harewood House and the Lascelles family, [click here](#).

## Useful Information

- All visits include full access to the whole site, including Harewood House, Gardens: Italianate Terrace, Himalayan Garden, Lakeside, West Garden & Walled Garden, Adventure Playground, Woodland Wonderland & Farm Experience.
- Groups of up to 15 pupils can be accommodated in the House due to the tight spaces and historic nature of the building; we can however allow multiple groups inside the House at the same time with only a short wait in between admissions.
- Photography is permitted across the site but please no flash whilst you are in the House. This is for conservation reasons and helps us protect our wonderful collection. Filming is also not permitted while in the House.
- We have First Aiders stationed across the site, if you require a first aider, please let your session facilitator know. If you are on a self-guided visit, please call 0113 218 1000 and they can assist you.
- In an emergency evacuation, staff will issue instructions on where to go and what to do.
- Our safeguarding policy can be sent to you directly, please contact a member of the Learning Team on [learn@harewood.org](mailto:learn@harewood.org).
- Workshop risk assessments are also available via the Learning Team, though we encourage you to undertake a recce visit to complete your own. You will be sent a ticket that allows two adults free admission to Harewood to undertake your own risk assessments upon booking with us.
- Guide and Assistance Dogs are welcome on site, though for the wellbeing of animals, are not able to access the Farm Experience.

## Harewood House Trust Guidelines for Teachers & Education Group Leaders

- Teachers and adult helpers are responsible for students' behaviour whilst visiting the museum.
- All school and learning groups must have an adequate number of adults with their group. Harewood requires the following ratio of adults to pupils:

### Pupils – Staff Ratios

EYFS - 1:4

KS1 & KS2 – 1:6

KS3 & KS4 – 1:10

KS5 & HE – 1:15



- Any accident, regardless of how minor, must be reported to a member of staff. Qualified first aiders are always available.
- Due to the nature of the site, we recommend that all group leaders ensure that they and their group are appropriately dressed for moving around the site and for the weather.  
In the event of a fire evacuation follow the instructions provided by Harewood House Trust staff.
- Photography is permitted across the site but please no flash whilst you are in the House. This is for conservation reasons and helps us protect our wonderful collection.
- No food or drink is to be consumed in the House or Courtyard Café spaces. Please use an allocated lunch space or feel free to picnic whilst you are on site.
- No alcohol is to be consumed on site.
- Harewood House Trust reserves the right to refuse admission to any party or parties.
- The Trust does not tolerate inappropriate behaviour, and this may lead to the exclusion of the party from the site.
- Members of the Visitor Experience Team will be around the site to help you with any queries. They can contact the Learning Team should you need them.

## Terms and Conditions for Facilitated Education Bookings

### Payment:

- Please see the Booking Confirmation form for your payment amount and Terms and Conditions of this payment.
- **Changes and Cancellations:**  
Whilst COVID-19 rules have relaxed there is still a low risk that due to the virus that cancellations may happen at much shorter notice than any organising party would like. Therefore, we ask that you inform us of any change or cancellation at the earliest possible opportunity. We will not be charging for cancellation due to COVID-19 related instances at the current time and will do our best to rearrange any visit that you have planned with us. If you do wish to make changes to or cancel a workshop, please do this in writing by contacting [learn@harewood.org](mailto:learn@harewood.org)
- Harewood House Trust is not liable for any costs your organisation incurs in the pursuit of a visit should a visit not go ahead for any reason. This includes (but is not exclusive to) if Harewood House Trust needs to cancel your visit to ensure the safety of staff and visitors or if government guidance changes or considering a COVID-19 outbreak within the Learning or wider Harewood team.

We look forward to seeing you soon!