



the National Trust
for Scotland
a place for everyone

A visit to a heritage site

Recommendations for teachers

a visit to a heritage site

**To ensure a successful and enjoyable visit, we have provided a Checklist.
We hope you find it useful.**

Checklist

General points:

- Allow time beforehand to plan properly for your class visit.
- Ensure that you are clear about the purpose of your visit, and have listed the learning outcomes.
- Create an itinerary that includes the whole day - for instance, travel, a comfort break on arrival, learning programme, lunch, gift shop. Ensure that you have allowed time for each.
- If you are planning to visit the gift shop, remember that children are often admitted in small groups which can be quite time consuming.
- Ensure that your bus company has an agreed time for pick up from your school and departure from the NTS site. (Bus companies can spoil a well planned day by not arriving at the correct time.)
- Once you've booked a tour, walk or programme at an NTS site, you are entitled to a free preliminary visit (even if you're not an NTS member). We know it is not always possible – but do check out the site before bringing your pupils, if you can.
- Before the class visit: ensure that your team of teachers, assistants and/or helpers (group leaders) understand what is expected of them - and that they:
 - know which pupils are in their charge (and of any health problems, etc).
 - receive copies of the materials that you are using
 - check through the Risk Assessment with you – and get their own copy
- NTS sites should have their own Risk Assessments - but you are responsible for creating your own RA for your visit.

For more information, visit www.nts.org.uk/Learn

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General points continued:

- Pupils and adults should wear suitable clothing – particularly if you are spending time outdoors. For further details, please see *Safety First: Outdoor Visits for Schools*.
- If you have any particular curriculum requirements, do discuss these with the staff before your visit. Likewise, if there are any requirements relating to your pupils.
- If you want to record your visit for learning purposes, again, it is recommended that you contact the NTS site beforehand. You may wish, for instance, to take photos – or make a short sound or video recording. In some buildings (particularly historic houses), photos cannot be taken – but there could be other suitable areas on the site.
- Many NTS sites sell or provide maps. There may be learning resources or interpretive publications. Check before or when you arrive.
- Remember that your pupils' behaviour is your responsibility.
- Ensure that your pupils realise they are visiting a heritage site (built, garden or natural heritage) – and that this brings particular responsibilities.

You have booked a learning programme (Guided Walk, Tour or Workshops) with NTS staff:

- Make sure you understand what is involved – what will happen, how it meets your curriculum requirements, what is required from you and your pupils.
- Please do not be late. (We advise you to arrive some while before the booked programme so that you have time to settle your pupils.)
- If you are late, through unavoidable circumstances, do apologise and explain. NTS staff will do their utmost to ensure that your pupils still experience the learning programme – or as much of it as is possible. Remember that it is not always easy to cut down a programme.
- We find that pupils who are well prepared feel more confident – and can take better advantage of the learning opportunities offered at the site.

You are leading the whole visit:

- Please book your visit, even if you are not using NTS staff – so that they know there are young people on the site. This is for safety reasons.
- Please book in your coach or minibus – to ensure that there is a space in the coach/car park.

We do hope you enjoy your visit - and return many times to our sites!