

Top Tips for Teachers!

These useful tips for teachers bringing school groups to Kew Gardens will help you to organise a successful school visit.

1. Drop off and pick up point

Coaches can pick up, drop off and park for free (although space is limited) after 10am along the Kew Road, close to Victoria Gate.

2. Ask the Schools & Families volunteers at the gates for advice

Schools & Families volunteers can suggest the best places to go to avoid the crowds, tell you how long it will take to move around the site and advise on the most interesting way to spend any of your free time – just ask!

3. Use our meeting point

The meeting point for activity tours and workshops is in front of Museum No. 1, opposite the Palm House (across the pond). On some visitor maps, Museum No. 1 is marked as the Plants & People exhibition.

4. Know what to do if your arrival is delayed

Your arrival time is listed on your booking confirmation. If you know in advance that you will be delayed, email us at schools@kew.org. If you are unexpectedly delayed on the day, phone us as soon as possible on 020 8332 5627 with your revised arrival time.

It's important that you are in place to start activity tours and workshops on time. Even if your group is late, your session will still end at the appointed time. Unfortunately, we can't extend sessions or add additional sessions to accommodate a late arrival.

5. Get lunch at the Munch Box

Your visit itinerary includes a guaranteed time slot(s) for your students to eat their packed lunches at the Munch Box, our school dining area in Climbers and Creepers. Lunch bookings are for 30 minutes – your lunch time cannot be extended, even if your group is late!

6. Ask students to bring only what they can carry

Unfortunately, we are unable to store coats, bags or lunches. Students should be prepared to carry everything they bring into the Gardens.

7. Supervise your students

You are required to supervise your students at all times whilst onsite at Kew Gardens. Please refer to the terms and conditions for full details.

The main shop for young people is located at White Peaks, near Climbers and Creepers. Students in the shops are limited to 10 at a time, accompanied by an adult.

We strongly advise when visiting other restricted or potentially busy areas e.g. glasshouses, museums and other attractions such as the Xstrata Treetop Walkway, that you keep group sizes as small as possible. We recommend no more than 15 students per group; this is out of consideration to other users of the gardens.

8. Plan your visit according to the season

The Palm House and Princess of Wales Conservatory are very busy and very hot between May and June. It is more comfortable to visit these at the end of your day and to plan activities around the other areas in the Gardens, such as the Rhizotron and Xstrata Treetop Walkway, Badger Sett, Museum No 1.

9. Consider the weather

Remind students to come prepared to walk outside regardless of the weather. While there are many things to see and do indoors at Kew Gardens, the size of the site requires a significant amount of outdoor time journeying from place to place. Remind children to dress comfortably for the weather, including appropriate outdoor shoes.

10. Plan your visit to Kew Gardens

Please refer to our website prior to your visit, and plan activities and a timetable for your students. On the website you will find useful maps, teacher resources and other information to make your trip a success. Remember to check for planned closure alerts at Visit Kew Gardens (<http://www.kew.org/visit-kew-gardens/index.htm>). Additionally, you may request up to 2 teacher planning pre-visit passes per school when you submit your booking request online.

11. Prepare the adults in your group

Make sure that all supervisory adults have a copy of the itinerary for the day, along with a map of the Gardens. Ensure that all adults understand the importance of arriving to lunch, activity tours and workshops on time! All adults in your group should also carry a mobile phone and have a list of mobile phone numbers for all adults in your party. Make sure you note down the Schools and Families Learning phone number too: 020 8332 5627

12. Know what to do in an emergency

Visit our health and safety page to find out about Kew's policy for schools. Make sure all adults in your group know what to do in case of an emergency.