

Your School Visit to Tate Liverpool

To ensure a successful visit, please read this sheet carefully

Group visits must be booked in advance. We reserve the right to refuse admission to groups who arrive without a booking. Please give us at least two **weeks' notice of your visit**.

Essential Information

Please note that group leaders are responsible for students' behaviour and safety at all times. At no time can Tate assume the responsibility of duty of care on behalf of group leaders.

The maximum group size is 60 students.

Supervision of under 18's is required at all times.

Adult to student ratios are:

1:5 for under 5s

1:10 for 6-11-year olds

1:15 for 12-16-year olds

1:20 for 16-18-year olds

Tate Liverpool displays modern and contemporary art. Some of the works may use language or imagery considered unsuitable for some groups. Ask the member of staff on the desk or in the Foyer for more information.

Group Facilities

We are a popular destination for group visits, so the following facilities may not be available unless an advance booking has been made:

- Lockers for bags (situated on the ground floor these are large lockable cupboards with one key for the group leader).
- A pre-bookable lunch room (30-minute slots) for maximum 30 students. Packed lunches can be eaten in the room which is situated on the ground floor.
- A guided tour – only available when booked in advance. £25 per 20 students

Arrival

When you arrive, the group leader should register at the Foyer desk and collect their group leader identification.

If you have pre-booked your visit, you will be directed to the group lockers for students to leave bags and bulky items. There are also free-to-use lockers downstairs in the basement if the group lockers are all booked up.

Only keep with you what you will need for your visit. We do not supply pens, pencils or clipboards but you are welcome to bring your own.

Please note that only enclosed pencils are allowed for sketching in the gallery. The use of charcoal, oil or chalk pastels, permanent markers and water or oil-based paints is not permitted.

Access

- Tate Liverpool is fully accessible for wheelchairs and a hearing loop is available.
- Large print versions of texts are available in the galleries.
- There is a lift to all the floors and a Changing Places facility on the ground floor.
- Assistance dogs are welcome.
- If your group has any additional requirements, please let a member of staff know in advance

Visitor Assistants

Visitor Assistants are available in the galleries to give out information about the works on display and for Health Safety and Security reasons. They will be happy to help during your visit.

Shop and Café

Tate Shop stocks a range of books, gifts, postcards, prints and pocket money ranges. Tate Café serves hot food as well as a range of sandwiches, cakes and drinks. Both Shop and Café are on the ground floor. To avoid congestion, please ensure that pupils visit in small staggered groups and that they are always supervised.

Gallery Rules and Regulations

- **Food and art don't mix.** Please do not bring food and drink into the exhibition and display areas. Lockers and a lunchroom are available to pre-book.
- **Mobile phones disturb other visitors.** Please don't use them in special exhibition areas.
- **Do not touch works of art** as even clean hands cause damage. Some works can be touched but it will be clearly indicated with a sign.
- **Photography without flash** is permitted in the galleries.
- **Groups are asked not to spend more than 20 minutes** in front of a work and should be prepared to move on if requested to do so by Tate Liverpool staff.
- **Students should be aware of their belongings** when in the galleries and ensure they aren't a hazard to other visitors or the art.
- **Please ensure students behave in a way that does not disrupt other visitors' enjoyment.** If a group is considered to be noisy or their behaviour inappropriate, staff will approach the group leader and may ask the group to leave the space.
- **The Duty Manager has discretion** in overseeing the effective operation of these rules. Breach of these regulations may result in the individual being required to leave the Gallery.
- **Tate staff have a right to work in a safe environment,** free from violence and threatening behaviour. The police may be asked to prosecute any visitor acting in a violent or abusive way.
- **CCTV is in operation** throughout the building.

Tate Liverpool is a busy public space. Our rules and regulations help ensure that all visitors have a safe and enjoyable experience and that the art on display is not damaged. Please ensure your group observe them.

We hope you have an enjoyable visit.

