

The background of the entire page is a photograph of the dome of St Paul's Cathedral in London, viewed from a low angle looking up. The dome is covered in copper tiles and has a lantern on top with a cross. The entire image has a green color overlay.

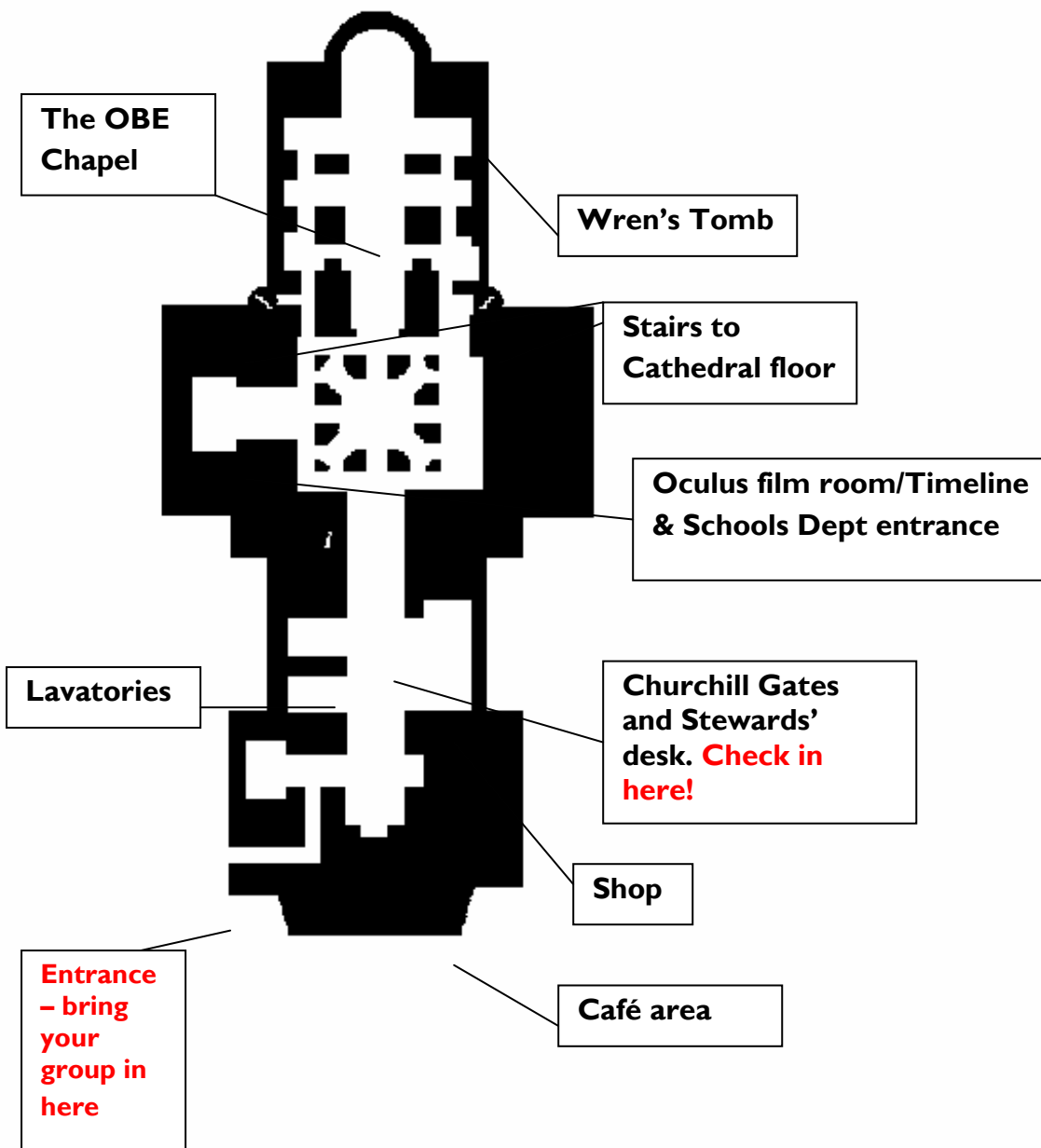
 **St PAUL'S**  
CATHEDRAL

**Schools & Families  
Department**

# **Self-Guided Visits for Schools**

**Information for  
Teachers**

# Entrance for School Groups - The Crypt



As you look at the Cathedral from the front, main steps - walk to your left. There is a door and steps down into the Crypt. Turn right, walk through the café area until you reach the large, metal gates. **Report in to the steward on duty, with your pass, at the desk there.**

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**NEW**...Visit Oculus the new film room in the Crypt - there are four short films to watch, lasting approx 8 minutes. The history, worship, 'virtual dome climb' are included.

**Please sit your group down on the carpet in there.**



# Welcome to the Schools & Families Department!

We hope you will enjoy your self-guided visit to this wonderful Cathedral. There are many exciting guided visits on offer too - so do have a look 'online' at our brochures for KS1-2 and KS3-5, plus price list. These are available to download from [www.stpauls.co.uk](http://www.stpauls.co.uk) (learning and education section/school visits).

*This booklet will help you plan your visit. Please read it carefully. **Preparation is essential** for a successful visit. St Paul's is a large and busy place so it is important that you make a planning visit in advance of your trip, so you know where everything is.*

***Please ensure that your adult helpers have been fully briefed in advance too.** We recommend that your class is split into small groups on arrival, ready for setting off on your walk around the building - don't all set off in the same direction at once!*

## What should you focus on at St Paul's?

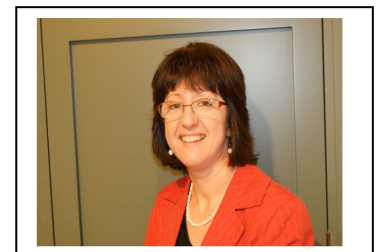
Whilst an R.E. themed visit may be the most obvious choice, this booklet offers suggestions for other cross curricular themes, together with suggestions of 'online' resources/ self-guided trails that you can download free of charge from the 'Resources for Teachers/Parishes/Families' page on the 'school visits' pages of the website.

## How much time do you need?

You will need to allow at least one hour for exploring the Cathedral and Crypt. *We also recommend that you allow at least an extra 45-50 minutes if you wish to climb the Dome.*

## Who are we in the Schools & Families Department?

Janet Marshall	Head of Schools & Families
Stephen Spencer	Schools Assistant
Emily Strode	Schools Assistant
Jean Fletcher	Schools & Families Administrator



Janet Marshall

Plus... A team of skilled, volunteer visit leaders

# Booking

## Enquiries

*Please telephone the Schools & Families Department Administrator, well in advance, on (020 7246 8353) to check the availability of your preferred date and time. You can also email her on: jean@stpaulscathedral.org.uk*

## Preliminary Bookings

The first stage of booking is a 'phone call/email from you stating when you wish to come and what you'd like to do - ***it is essential that you do this, well in advance of your visit.*** We'll set a date and time with you. This will be pencilled into the diary. You will then be sent a booking form and this should be returned to us ***as soon as possible.***

## Confirmed Bookings

When we have received your completed booking form, we will write to you in order to confirm all the details. You will also receive a map showing where to report in at the Crypt, a 'School Pass' to show at the **Crypt desk** when you arrive, an invoice for your visit fees and any other materials that you have requested on the booking form.

## Charges for Self-Guided Visits

*Self Guided Visit inc. Climb to Dome & Galleries - £5.00 inc. VAT per pupil.*

*Self Guided Visit only (limited allocation per year) - £2.50 inc. VAT per pupil.*

***\*\*N.B. There is no charge for teachers/adult helpers.***

***Cheques should be made payable to 'Dean & Chapter' and paid in advance of the visit. Please do not bring cash on the day.***

## Cancellations

If you have to cancel your booking, it is essential that you let us know as ***soon as possible. If you fail to do so, we regret that a charge will be made,*** even if you have only made a preliminary booking.

# Suggested Themes for Visits

You may wish to focus on the following:

## 1. RE/RS theme

How is the Cathedral used by Christians to worship God? What are the main furnishings: e.g. pulpit, lectern, altar and font, choir stalls etc. How is Jesus portrayed in the building through paintings, mosaics, Icons and carving? What evidence is there of different Christian views regarding the decoration of a church? How often are services held? Why do some people light a candle when they pray? Why is St Paul's Cathedral so lavish and enormous? What is a Bishop? Why does St. Paul's have a large Dome which can be seen from miles away? Which Christian symbols can you find? How do Christians celebrate their main festivals of Christmas and Easter at St. Paul's?

*You may wish to download the following items from our website ([www.stpauls.co.uk/education](http://www.stpauls.co.uk/education)) to help with an RE themed visit. Go to the 'Resources for Teachers/Parishes/Families' page in the School Visits pages:*

## BOOKLETS

- ***What is a Cathedral?*** - This booklet explains the symbolism and religious history of key items in a cathedral. From the layout of the building to the symbolism of church furniture, and many objects, this photo-copiable resource is an invaluable aid to the interpretation of St Paul's and other cathedrals and churches. It can be used to prepare your group for their visit, or to build on what they have learned.

Key stages 2,3,4

**\*\*'Find Out About the Cathedral'** - a **NEW** booklet that offers lots of information, photos and facts about St Paul's and the way it serves London, Britain and the world as a vibrant place of prayer and worship.

For all key stages

- ***Fire and Water*** - A cross-curricular teaching pack which may be used for preparation, follow up or during the visit. Allow approx 1 hour, depending on the ability of the pupils. Key stage 1&2
- 'The Light of the World' Painting Information Booklet.

## TRAILS

- **NEW Speedy Explorer Trails** - Two full colour, easy, 'tick the box style', self-guided trails for both Crypt and Cathedral floor that encourage pupils to spot Christian symbols, objects, key places/memorials/furnishings etc around the Cathedral and in the Crypt. Ideal for upper KS 1, KS2 and lower KS3.
- **The Life of Jesus Trail** - enables children to discover more about the New testament story of Jesus within the Cathedral. Ideal for KS2/lower KS3
- **At Easter, Christmas and during the Summer** there are often special trails advertised on the website's welcome page that are also downloadable, so look out for those!

## 2. History Theme

Historical questions may be raised such as: when was the first Cathedral built on this site? What happened to the previous Cathedrals built here? What happened to St. Paul's in 1666? Who was Sir Christopher Wren and what did he do? Why are important people buried in St. Paul's? What did Nelson and Wellington do to get such impressive tombs and memorials? Why are so few women remembered? What did Florence Nightingale do to deserve a monument? What happened to St. Paul's during World War II? What important events have been celebrated or commemorated here in recent years?

*You may wish to download the following trails from our website ([www.stpauls.co.uk/education](http://www.stpauls.co.uk/education)) to help with a History themed visit:*

- **St Paul's and the Great Fire of London** - A self-guided trail which encourages pupils to look for clues about the Great Fire in the Crypt and on the Cathedral floor, and to answer questions about what they can see. Allow at least 45 minutes for the whole trail.  
Key stage 1-2

**\*\*\*NEW...'**London's Burning' **a full colour self guided trail around Crypt & Cathedral floor to bring alive the story of the Great Fire 1666 and what happened to old St Paul's, plus lots to find in the new present day building. For upper KS1/KS2.**

- **National Heroes** - A self-guided trail which looks at the lives of some of the great people buried or remembered in St. Paul's. Includes Admiral Lord Nelson, Florence Nightingale, the Duke of Wellington, Field Marshall Montgomery, Alexander Fleming, Scott of the Antarctic, Sir Winston Churchill and others.

Key stage 2

- **Trafalgar Trail** - A self-guided trail that looks at the life of Admiral Lord Nelson and other sailors who are buried or remembered at St. Paul's. Key stage 2

### 3. Art Theme

You could explore: How Sir Christopher Wren decorated the Cathedral and why? Consider why some churches are plain and others decorative? What is depicted in the dome paintings? Why did people put statues in the Cathedral? What do the Victorian Mosaics depict? Why do you think St. Paul's has so little stained glass? What do the symbols in Holman Hunt's Light of the World painting mean? Do you think Cathedrals should spend money on works of art? What's the difference between Christian art and Icons? How many different forms of mosaic can you see? How many famous artists are buried or remembered in the Crypt? Why is Henry Moore's 'Mother & Child' sculpture designed like it is? What's in the East window and why? ***N.B. Groups are welcome to sketch in the Cathedral, but no wet materials e.g. paints, may be used.***

### 4. Science Theme

Perhaps consider: how many natural and man-made materials there are? How have properties of building materials been considered? Which types of stone are used to make memorials? Which metals have been used? Why is gold leaf paint used to decorate ceilings etc? Why is marble good for building/sculpting material? Why is there so much daylight in the building? How is the great weight of the Dome supported? Which forces are being used in the design of St Paul's? How many arches can you find? How does the Whispering Gallery work? What is an echo?



## BOOKLET (to download from the website)

- ***Building the Building: The Science of St Paul's*** - A booklet which examines some of the things Sir Christopher Wren had to think about when he designed St Paul's Cathedral. In particular, it considers gravity and the importance of arches and foundations, plus the materials selected for the building. *Ideal for KS 2*

## TRAIL

- ***Materials and Technology Trail*** - A self-guided trail, which examines some of the many natural and manmade materials found in St. Paul's, including different kinds of rock. It also encourages pupils to think about some of the difficulties experienced by the maintenance team today. *Key stage 2-3*

## 5. Citizenship

Why are Wellington, Nelson, Field Marshall Montgomery and many other people considered to have been such great leaders? Why do great leaders get memorials at St. Paul's? Do they deserve their reputation? Who else should be remembered here? How did John Howard, whose memorial is at St. Paul's, reform prisons? What part does the Cathedral play in our society?

- ***National Heroes*** - A self-guided trail that looks at the lives of some of the great people buried or remembered at St. Paul's. Includes Admiral Nelson, Florence Nightingale, the Duke of Wellington, Field Marshall Montgomery, Alexander Fleming, Scott of the Antarctic, Sir Winston Churchill and others. *Key stage 2*

## 6. Travel and Tourism

How does St. Paul's function as a tourist site? What evidence can you see that it is both a place of worship and a tourist site? What conflicts do you think these two roles have? Is St. Paul's good value for money? From how far away do people come to visit St. Paul's? Should St. Paul's charge for entry? How does the Cathedral provide for people with disabilities? What provision is there for families who visit?

- ***Travel and Tourism*** - booklet designed to assist teachers of groups studying Travel, Leisure and Tourism. It covers the main elements of the Cathedral's provision for visitors, from the cafe and restaurant to issues of security and visitor management. *Key stage 4-5*

# Your questions answered

## 1. Do I need to book?

***This is essential!*** We advise all groups to book their visit well in advance. This means that we can alert you to any unexpected closures, special services or any other factor which may affect your visit.

## 2. How do I book?

Telephone the Schools & Families Department on 020 7246 8353, or email [jean@stpaulscathedral.co.uk](mailto:jean@stpaulscathedral.co.uk). We will then plan a date for your visit and send you a booking form. When you have returned this form, we will send a confirmation letter, invoice and a pass, which you will need to bring with you on the day.

## 3. How far ahead should I book?

For a self-guided visit, we recommend that you book half a term ahead. Very occasionally a special event will arise in the Cathedral diary which will mean that we will have to rearrange your visit. Such matters are, unfortunately, beyond the control of the Schools & Families Department and usually arise when a service of 'National importance' is arranged.

## 4. How much does it cost?

***Self Guided Visit inc. Dome & Galleries climb - £5.00 inc. VAT per pupil. Self Guided Visit only (limited allocation per year) - £2.50 inc. VAT per pupil. No charge for adults***

## 5. How big a group can I bring?

Sometimes it is possible to bring 50+/a year group, but during busy periods we may advise that you spread a large group over several days. You will be advised on booking. ***We recommend that large classes are divided up into small groups when looking around the building. 1 adult to every 10 pupils is required for groups of over 50, and for all groups climbing the Dome. Noisy/disruptive/unsupervised groups will be asked to leave the Cathedral and will be refused entry to the Dome and Galleries.***

## 6. Where do we go when we arrive?

Your confirmation letter will contain a map and directions to the ***Crypt entrance*** to the Cathedral. ***Also see inside cover of this booklet for a plan.*** Please **do not** enter by the main ***West end*** entrance.

## 7. Where are the toilets?

The toilets are in the Crypt opposite the shop. There are also toilets in the Schools Centre. *Large groups (50+) are advised to use the public toilets in Paternoster Square, through the Temple Bar gateway opposite the Crypt entrance, before entering the Cathedral.*

## 8. What about the shop?

You are welcome to visit the shop, *but please ensure that children enter in small groups only - stagger your visit since space is limited.* Teachers should supervise pupils. *Pre-paid/pre-ordered gift packs are available via the Schools & Families Department, please ask us for information.*

## 9. Where do we park?

Most groups arrive on public transport and we do recommend this as the most reliable method. There is a Corporation of London 'pay & display' coach park on the South side of the Cathedral. *Groups with pupils in wheelchairs may be able to park on the North side, near the disabled entrance, but you must indicate this clearly on the booking form and await confirmation from the Schools & Families Department.*

## 10. What is expected of teachers and adult helpers?

*We request that you supervise and discipline your group at all times please. You will need to give very clear guidelines to accompanying adults so that they know their responsibilities.*

*Please ensure that everyone knows the purpose and objectives of the visit.* Very occasionally, groups are asked to leave if they are being disruptive. *St. Paul's is a place of worship*, not a museum so we ask that all visitors respect this. *Please talk with your class about this in advance of their visit and explain how they should behave in a place of worship.*

## 11. Can I make a preliminary visit to the Cathedral?

Yes, please do. We welcome teachers who are planning visits, and will do our very best to meet you if you would like to do a familiarisation walk round with us. *We can arrange for a teachers' pass to be sent so that you can visit free of charge to conduct your risk assessment. Please call us to arrange such a visit.* We regret that we are unable to meet you on Saturdays, and please note that there is no sightseeing on Sundays. *There is usually someone around during the school holidays if you ring in advance to arrange a visit.*

## 12. What about climbing the Dome?

It takes about 45/50 minutes for a school group to climb both up and back down from the Golden Gallery, the highest point. *When you visit to do*

*your risk assessment, please think very carefully about whether you will take your group up to the Dome.* It is not possible to commence climbing and then turn round if some pupils are finding it difficult.

***You must ensure that you have at least 1 accompanying adult to every 10 pupils. If you have insufficient adults, your group will not be allowed up the Dome.***

**13. Do you have any materials to assist my visit?**

Yes. Please look on our website, [www.stpauls.co.uk/education](http://www.stpauls.co.uk/education) and look under 'Resources for Teachers/Parishes/Families' to download a wide range of different materials.

**14. What if I decide I would actually like a guided visit?**

Please call the School & Families Department on 020 7246 8353 to find out if there are any spaces for *themed guided visits*. ***These are great value and there are so many to choose from - do look at our brochures online!***

**15. Can we use the Schools Centre to store our bags and coats?**

This may be possible, depending on how busy we are with guided visits and workshops. ***Please indicate this clearly on the booking form*** and we will let you know if it will be possible. Please do not assume that you will be able to. There might be space for your group to have lunch in the Crypt area. We regret that space cannot be reserved for you.

**16. Is it possible to eat our packed lunches at the Cathedral?**

It may be possible to eat in the Schools Centre if it is not being used by another group. ***There is however a charge of £10 per group if you wish to do so. Please indicate this on your booking form. We will confirm this in your confirmation letter.*** If the Schools Centre is unavailable, you may be able to eat in the Crypt area. This area is open to the public and can get very busy. In good weather the gardens adjacent to the Cathedral are pleasant for picnics.



## Risk Assessment Advice

*This Risk Assessment Advice aims to assist teachers with planning their visit to St. Paul's Cathedral. It is strongly recommended that the member of staff organising the trip makes a planning visit to the Cathedral, in advance, in order to carry out their own risk assessment, which should include the journey to and from the Cathedral.*

***Schools intending to take pupils up to the Dome and Galleries must inform parents/guardians of the risks associated with the climb and obtain permission to take pupils to these areas.***

**Persons in Danger**  
Teachers, helpers and pupils on school visits

Venue	Risk in order of severity	Existing Controls	Likelihood *
Cathedral and Crypt	Risk from members of the public e.g. abduction or assault	Groups of children must be accompanied by an adult. A ratio of 1:10 is advised. Groups using the public toilets in the Crypt must be accompanied by an adult.	2
	Fire	In the event of fire, an alarm will sound and Cathedral staff will direct all visitors to the nearest safe exit. Teachers are responsible for doing a roll-call of their pupils once they are outside. Should any person be un-accounted for, Cathedral staff should be informed immediately.	2
	Tripping on staircases	Staircases are short and well lit. Children should be reminded by teaching staff to take care and to look where they are walking.	1

Dome and Galleries		All school groups ascending the Dome and Galleries are expected to have one staff member to ten pupils (for children under 16) and 1:20 for 16-18 year olds. The member of staff in charge of the group is issued with a set of guidelines for safe conduct and it is their responsibility to ensure that these are followed.	/cont.
	Asthma /vertigo attacks	The climb to the Dome and Galleries is long and steep. Schools are required to make this known to parents and obtain written permission before allowing pupils to climb to the Dome and Galleries.	2
	Tripping on staircases	All those climbing the stairs to the Whispering Gallery are asked to keep to the left. School groups are told to keep in single file and children are reminded to take care. Stairs from the Golden Gallery can be slippery in wet weather. Teachers should tell children to take extra care.	2
	Falling from a height	The barriers around the galleries are all high. Stewards are positioned on each gallery and are in contact with radios. Children are asked to sit on the stone bench whilst in the Whispering Gallery and must not lean over the barriers around any of the galleries.	1
Whispering Gallery	Trips	Uneven floor surface due to age of flooring. Children should be reminded to take care. Warning signs are in place.	2

Schools Centre	Risk from members of the public	Door is coded and kept locked when a group is using the centre. Toilets within the centre are often used by unaccompanied children/adults.	1
	Fire	In the event of fire, Cathedral staff will direct all visitors to the nearest safe exit. Alarm will sound. Teachers are responsible for doing a roll-call of their pupils once they are in a safe place. Should any person be unaccounted for, Cathedral staff should be informed immediately.	2
	Trips	New floor has been laid to even out the surface.	1
	Stairs	A short flight of steps up to toilet area has a handrail.	2

<b>* Likelihood</b>	
1	Improbable
2	Possible
3	Likely
4	Very likely
5	Inevitable

## Climbing the Dome

Schools intending to take pupils up to the Dome and Galleries should be aware that there are over one hundred stairs to climb. *Pupils and adults who suffer from breathing difficulties, such as asthma, climb these stairs at their own risk. St. Paul's Cathedral requires schools to obtain parental consent to allow pupils to climb to these areas.* They should be made aware that to ensure the safety of all people ascending to these areas, *it is not possible to turn round once climbing has begun. 1 adult to every 10 pupils is required.*

*Pupils who remain on the Cathedral floor must also be accompanied by an adult.*

*A Suggested parental permission form is offered below. You may wish to add this to your general, parental consent form for the trip.*

I give/do not give consent for (name) to climb the Dome and Galleries of St. Paul's Cathedral during the school visit on (date).

*Either:*

He/she does not suffer from any condition which would make such a climb hazardous.

*Or:*

He/she suffers from (e.g. asthma) and will bring the appropriate medication on the day which will be held by a member of the school's staff and administered if necessary.

*Or:*

He/she suffers from (e.g. asthma/vertigo) and *is not therefore* permitted to climb to the Dome and Galleries of St. Paul's Cathedral.

# Guidelines for Visiting Schools

**PLEASE ENSURE THAT ALL ADULTS READ THIS INFORMATION AND AGREE TO ABIDE BY IT. PLEASE GO THROUGH IT WITH YOUR CLASS.**

**THANK YOU FOR YOUR SUPPORT.**

1. St. Paul's is first and foremost a place of prayer & worship. We therefore ask that all are respectful/mindful of this when they are in the building. Men and boys should remove their hats (unless there is a medical/religious reason). *Prayers are said every hour, on the hour in the Cathedral* and groups are asked to stand/sit quietly for a few minutes. You are welcome to join in with the Lord's Prayer at the end. *There is a Holy Communion service at 12.30 p.m. under the Dome, so please bear this in mind if you are self-guiding.*
2. School staff and accompanying adults are responsible for the welfare and behaviour of students throughout their visit to the Cathedral. If you have an accident or problem, please seek help from a steward.
3. Please remind pupils about appropriate behaviour during their visit. *Groups causing a disturbance/being noisy will be asked to leave the Cathedral.*
4. Please ensure that the mobile phones of both staff and pupils are turned off.
5. Please do not allow your pupils to chew gum, eat or drink on the Cathedral floor/inner Crypt area. Bins are provided in the Crypt and Schools Centre.
6. Pupils must be supervised by school staff at all times. **For groups of over 50, we ask for 1 adult for 10 pupils to ensure adequate supervision.** It is particularly important to have enough staff to escort groups up the Dome. Please ensure your accompanying adults are able to climb the Dome. We reserve the right to refuse access to the Dome if there are not enough accompanying adults.
7. **Photography is not permitted in the Cathedral** (except outside and on the external galleries). This includes camera phones.
8. **In the event of an emergency evacuation**, please follow the instructions of the stewards. Do not attempt to go back for coats/bags. Groups should assemble in the churchyard at the top of the North Crypt stairs (where you came in). *The fire alarm is a shrill siren and an electrically transmitted voice will tell you to evacuate the building. Please do your own roll call once you are outside.*

# A Page for Your Planning Notes

