



School Group Booking Agreement 20221
Session: WW1 and WW2

Office administration / information	
Date booking made	
Contact	
School (and group name)	
Communication info	
Costs	School Group rate @ £120 (inc VAT) for: 30 pupils max + 3 adults (additional adults @ £9.50pp)
Payment information	Payment to be made post visit based on group numbers
Invoice to be sent to	c/o school contact at above address

Visit information																	
Date of visit																	
Group contact on day																	
Communication info	Name & mobile # for on the day:																
Timings	10.15am – 11.45am																
Guests numbers est.	Students x TBC Adults (1:10) x TBC																
Schedule	<table> <tr> <td>10.25am</td> <td>School to arrive at Horse Guards</td> </tr> <tr> <td>10.30am</td> <td>Welcome by Museum Director (10min) Split into 3 groups of up to 10 for carousel of adult-led activities NB – the arts & crafts activity to be supported by teacher/TA</td> </tr> <tr> <td>10.40am</td> <td>Session 1 of 3 (15min)</td> </tr> <tr> <td>10.55am</td> <td>To Horse Guards Parade for Mounted Guard Change (15min)</td> </tr> <tr> <td>11.10am</td> <td>Session 2 of 3 (15min)</td> </tr> <tr> <td>11.25am</td> <td>Session 3 of 3 (15min)</td> </tr> <tr> <td>11.40am</td> <td>Goodbye by Museum Director (5min)</td> </tr> <tr> <td>11.45am</td> <td>Depart Museum (5min)</td> </tr> </table>	10.25am	School to arrive at Horse Guards	10.30am	Welcome by Museum Director (10min) Split into 3 groups of up to 10 for carousel of adult-led activities NB – the arts & crafts activity to be supported by teacher/TA	10.40am	Session 1 of 3 (15min)	10.55am	To Horse Guards Parade for Mounted Guard Change (15min)	11.10am	Session 2 of 3 (15min)	11.25am	Session 3 of 3 (15min)	11.40am	Goodbye by Museum Director (5min)	11.45am	Depart Museum (5min)
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Session: WW1 And WW2	Hear about WW1 uniform and dress up in modern day kit Learn about poppies and design a Remembrance Garden Follow a Museum object trail and create a trench care package																
AOB	Up to 30 pupils maximum																

Notes to schools

- Teachers are welcome to conduct pre-visit on-site Risk Assessment. Please contact Museum Director Alice Pearson to arrange this: museumdirector@householdcavalry.co.uk
- There is only one visitor toilet on site. Additional facilities are available in St James' Park, opposite the Museum front door, across the Parade Ground.
- This visit has been timed to include the 11:00hrs Mounted Guard change on Horse Guards Parade. Please note that this live display includes working horses and soldiers and children are the school's responsibility throughout this event.
- Please note that there are no catering facilities or picnic areas available on site.
- Due to the space available and layout of the site pupils will be asked to sit on the floor for their welcome talk. As such these sessions work best for KS1 (ages 5-7/Years 1-2) and KS2 (ages 7-11/Years 3-6) pupils; 30 pupils max.