



# Teacher FAQs:

## Visiting the National Portrait Gallery

These FAQs are divided into

- Before your visit
- During your visit
- After your visit

Please ensure you read these in advance of your visit and shared with accompanying staff.

### Before your visit

## Booking and Cancellation

How do we book to visit the Gallery?

To book a free self-led visit to the Gallery to visit the Collection please book online using the link below.

Select the date, arrival time and number of students and adult group leaders in your group: [SCHOOLS BOOKING](#)

**We recommend that teachers visit the Gallery ahead of bringing their school to plan out their visit.**

### **How many students can we bring at a time?**

For each half hour arrival timeslot, there is availability for up to 60 students, plus 10 group leaders to enter the Gallery as self-led visits to the Collection.

If you would like to bring a larger group you will need to stagger entry.

All school groups must be booked in advance online: [SCHOOLS BOOKING](#) or by telephoning the contact centre on 020 7306 0055.

### **How do we book a self-led visit for a SEND group?**

We welcome SEND groups to the Gallery and will ask about your students' needs as part of the self-led booking: [SCHOOLS BOOKING](#).

Access requirements are included in the schools booking form. We are currently updating our SEND schools pre-visit information, which will be available soon.

For full accessibility details, please visit the [Visit us](#) webpage.

### **How do we book to see an exhibition?**



Discounted school group exhibition tickets (£5/£3) are available for school groups of 10+ Monday-Friday.

To book a visit to an exhibition please call our Contact Centre team on 020 7306 0055.

Maximum group size is 25 students per 15 minute timeslot and a complimentary teacher ticket is available to book for every 10 students.

Advanced bookings only.

Teacher complimentary tickets are valid for the group visit, but not for an advance visit.

### **How do we book a schools workshop or event?**

Our bookable workshops for schools are released one term in advance.

Special events are added during the school year.

Sessions for Primary, Secondary Art, Secondary History and SEND can be booked online on the schools hub: BOOK A SESSION or by calling the Contact Centre on 020 7306 0055.

**Sessions are 90 minutes long** unless specified and take place in the Learning Centre and Gallery rooms.

Our sessions are curriculum linked and can be booked by UK schools.

The maximum size for Primary workshops is 30 students and for Secondary workshops is 25 students.

### **How many sessions can we book per term?**

Schools can book up to three sessions per term for their school.

### **Cancellation of a booked workshop, session, or event**

Please contact the Gallery via [education@npg.org.uk](mailto:education@npg.org.uk) as soon as possible to confirm if you can no longer attend the workshop, so that, if possible, we can offer your place to another group. Cancellation, non-attendance and change of booking date charges apply for workshops 6 weeks ahead of the workshop or event taking place.

**Cancellation of free schools workshops and sessions: £140** cancellation, non-attendance or change of booking date for sessions up to 90 minutes (received with less than 6 weeks notice). **£180** cancellation, non-attendance or change of booking date for all other events and workshops (received with less than 6 weeks notice).

**Cancellation of charged schools workshops and sessions: All charged sessions are non-refundable.** A cancellation, change of booking date or non-attendance fee of £180 or the total cost of your booking (whichever is greater) will be applied (received with less than 6 weeks notice).



## During your visit

### Gallery Guidelines

#### **Who is responsible for student behaviour in the galleries?**

Group leaders are responsible for the behaviour and safety of their pupils throughout the visit. Please ensure that your pupils remain supervised for the duration of their visit.

Thank you for ensuring your group behave considerately and we hope you enjoy your time at the Gallery.

Do's and Don't's in the Gallery will be outlined in your welcome briefing, please support your group to be curious but not touch the artworks on display. Take your time in the Gallery rooms and discuss with your group what you can see. Please avoid rooms where a guided teaching session is in progress or due to take place and come back later. Many rooms, such as our Tudor galleries (room 1), have limited capacity, so please be respectful of staff, artworks, and others in these spaces.

#### **What is the best size group to move around the gallery?**

While there is availability for 60 students and 10 group leaders to enter the gallery every half hour, we recommend splitting your group up into smaller sections of 15-20 students, with appropriate adult support, beginning their visits in different parts of the Gallery. This ensures that spaces do not become overcrowded, and that students and other visitors are able to enjoy their visit fully.

#### **Can we sketch in the Gallery?**

Groups are welcome to draw in the Gallery using pencils and sketchbooks. Please do not lean against walls or use materials put out for other groups. We can provide groups with paper, clipboards, and pencils if needed during the Learning Centre check-in.

#### **Is photography allowed in the Gallery?**

Photography **without flash** is permitted in the Gallery unless otherwise stated.

### Arrival and admission

#### **How do we get to the Gallery?**

The Gallery is located at St. Martin's Place, London, WC2H 0HE.



The nearest Underground stations are Leicester Square and Charing Cross and there is a mainline train station at Charing Cross.

Parking is not available at the Gallery however if you are travelling by coach there is a lay-by just outside the Gallery for drop-off and pick-up only.

For a map and further transport and accessibility details, please visit the 'visit us' page.

[Visit us](#) webpage

### **Where is the group entrance and check-in?**

Enter via the entrance on St Martin's Place, which is accessible. Staff and members of our volunteer team will be on hand to welcome your group at the entrance and check you in. Group leaders will be given a sticker so that they are easily identifiable.

**For self-led groups:** After check-in, your group will be taken into the Learning Centre and given a welcome briefing by members of staff, a chance to drop off bags and coats, and use the toilet facilities.

### **What if we are running late?**

Please allow plenty of time to arrive at the Gallery for your group to use the cloakroom and toilet facilities. Please call us on 020 7306 0055 if you are running late, and note that if you have a workshop booking, it may not be possible to extend your session.

**If you are running late for a timed exhibition:** Entry to the exhibition cannot be guaranteed if you miss the time you have been booked to visit the exhibition, so please call us on 020 7306 0055 to let us know. Please note that pre-paid exhibition tickets are non-refundable

### **Is there an admission charge?**

Admission to the gallery is free. There is a charge to visit exhibitions.

## **Facilities and Resources**

### **Is there a place to eat lunch in the Gallery?**

We are pleased to be able to offer the use of a Lunchroom situated in our Learning Centre; Please book the lunchroom (30 minute slot) when you book your self-led visit or workshop, session or event.

Space is limited so if our Lunchroom is full please be prepared to eat your lunch in Trafalgar Square or St James' Park, which are very close by.

[Self-led lunchroom booking](#)

When booking a workshop, you will be able to book your lunch slot as part of the booking process.

### **What resources are available for schools in the gallery?**



We can provide clipboards, paper, and pencils for your class or you are welcome to bring students' sketchbooks to use in the Gallery. Self-led resources for Primary KS1-2 and Secondary Art KS3-5 are available for visiting schools in the learning centre during your welcome briefing. These provide questions and activities for teachers and students to use in the Gallery. We also have magnifying glasses, coloured acetate, and ear defenders available for students with SEND or access needs.

### **Is there a place to leave our coats and bags?**

The welcome team of Learning, Visitor Experience staff and volunteers at Gallery entrances will assist you in depositing your coats and bags in the Learning Centre. It is advisable to reduce the amount of personal belongings you and your pupils bring on the visit. Valuables should be kept with you at all times.

### **Are there toilet facilities for school groups?**

Our toilets include schools toilets in the Learning Centre and gender neutral public toilets. A Changing Places toilet is available onsite. Accessible toilets are available on floors -2 and in the Learning Centre on floor -3; please ask our front of house colleagues as required.

If you have any further questions or feedback, please do get in touch by emailing [education@npg.org.uk](mailto:education@npg.org.uk)

## **After your visit**

### **Where can I find online resources for my class?**

Schools hub is the Gallery's new free online learning resource hub designed to support Art & Design and History through portraiture. It features more than 150 newly commissioned learning resources and videos, as well as details of our learning sessions for schools.

Find out more about portraits, people and histories through these extensive resources.

[Explore Schools hub](#)