

HOME

HOME Schools & Colleges Teachers' Guide 2015- 2016

This Teachers' Guide includes fire procedures and useful information for schools, colleges and similar groups attending events. It is accompanied by a Risk Assessment document for your reference. Please don't hesitate to contact us if you don't find the answer to your query in this guide.

1. Introduction

HOME's Schools & Colleges Programme uses film, visual arts and theatre to enrich students' learning.

Events cover Modern Foreign Languages, Film & Media, Drama, Theatre Studies and English and are mostly aimed at the 14-19 age group studying GCSE, AS, A2 and equivalent. We also run bespoke gallery tours for Art students.

The events are designed to fit with course specification needs whilst also engaging students with cinema, theatre and art.

The Schools & Colleges programme is produced and distributed at the start of the academic year. Updates are circulated when new events are programmed. Information about film events that form part of festivals is only available once films or other content has been confirmed. While this may mean there is less advance notice, festivals are a great way to see new or unavailable films in an exciting atmosphere.

Timing

Events are timed as conveniently as possible, avoiding school holidays and exam times.

Costs

All income from ticket sales goes towards the cost of the event or to develop further schools events. HOME is the trading name of Greater Manchester Arts Centre, which is a non-profit making organisation and a registered educational charity; it is revenue funded by the BFI awarding funds from the National Lottery, Arts Council England, AGMA (Association of Greater Manchester Authorities), Manchester City Council and Europa Cinemas. Some events are free or subsidised through external sources such as Routes Into Languages, the BBFC and Into Film.

Feedback and suggestions

There are many opportunities to feedback on our events, but please don't hesitate to get in touch by contacting the Engagement Team on 0161 228 7621 or email schools@homemcr.org (please note this is not the booking line).

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2. Booking Procedure

To book tickets, please contact the Box Office on 0161 200 1500 between 12:00 – 18:00, Monday to Friday or email groups@homemcr.org

- Reservations must be paid for **one calendar month in advance**. Failure to do so may result in the cancellation of the reservation in order to resell the tickets.
- Please do not reserve any more tickets than you need and ensure the correct information is passed on to your Finance Department.
- Please ensure that you inform the Box Office of any cancellations or changes to your reservation as soon as possible.
- **IF YOUR RESERVATION IS CANCELLED LESS THAN FOURTEEN DAYS BEFORE THE EVENT, FULL PAYMENT WILL BE REQUIRED.**

3. Parental Consent

It is the responsibility of the institution bringing the group to seek parental consent for the visit. However, up to two students over the age of 16 may attend HOME Schools & Colleges events without their tutors by prior arrangement with HOME (parental consent will be needed for those under 18). Groups of over 2 pupils must be accompanied by their teacher/s.

Our theatrical cinema licence means that we cannot admit young people under the age of the BBFC certificate for films that may be screened as part of an event. Occasionally there are exceptions at special BBFC events but there will be strict rules regarding admissions. If you know that some students are under the specified age, you must ensure that you have contacted the Engagement team at HOME (schools@homemcr.org) and that the correct procedures have been followed and paperwork completed. These rules are different to those governing film screenings in the classroom/lecture theatre.

4. Accessibility

HOME is fully accessible.

If you need extra assistance or further venue access information, our Box Office staff are happy to help. Please mention at the time of booking if you or one of your students requires headphones or a wheelchair space. Call **0161 200 1500** or email groups@homemcr.org

For further details on access at HOME, visit homemcr.org/policies/accessibility

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5. Lunchtime & Break Arrangements

Unfortunately HOME cannot offer any spaces or take responsibility for students during lunchtime. There are many places to purchase food nearby and groups can enjoy our café menu. However, we request that groups do not eat their own food in our café bar. For younger groups please contact the Engagement Team to discuss any arrangements (schools@homemcr.org). Please be aware that HOME does not accept responsibility for the safety of any young person visiting the venue once they have exited the building and are off-site during a lunch break.

HOME staff will not escort or supervise any young people to the toilets, but will give directions to the nearest toilet. There is a "Radar" lock fitted to the accessible toilets. This enables disabled customers to access the toilet without having to ask for a key. If you have any enquiries about this facility, can you please refer to the Radar website (<http://www.radar.org.uk/radarwebsite/tabid/41/>), where keys can be ordered. The key is also available from Box Office, for anyone who doesn't have one. To devise a procedure for younger children or those with special needs please discuss with the Engagement team (schools@homemcr.org).

6. Travel Arrangements

TRAIN: The nearest rail stations are Deansgate and Oxford Road, which are both a five minute walk from HOME. If you arrive at Piccadilly or Victoria, HOME is a 20-minute walk away. Alternatively, you can use Metroshuttles, which are free buses linking the main rail stations, car parks, shopping areas and businesses in the city centre. Metroshuttle buses run from Piccadilly, Salford Central, Victoria, Oxford Road and Deansgate rail stations. There are three circular routes covering the main areas in the city centre.

BUS: HOME is close to several bus routes into Manchester city centre, including the free Metroshuttle bus, route 2. Buses 105 and 256 from Piccadilly Gardens also stop on Medlock Street which is nearby.

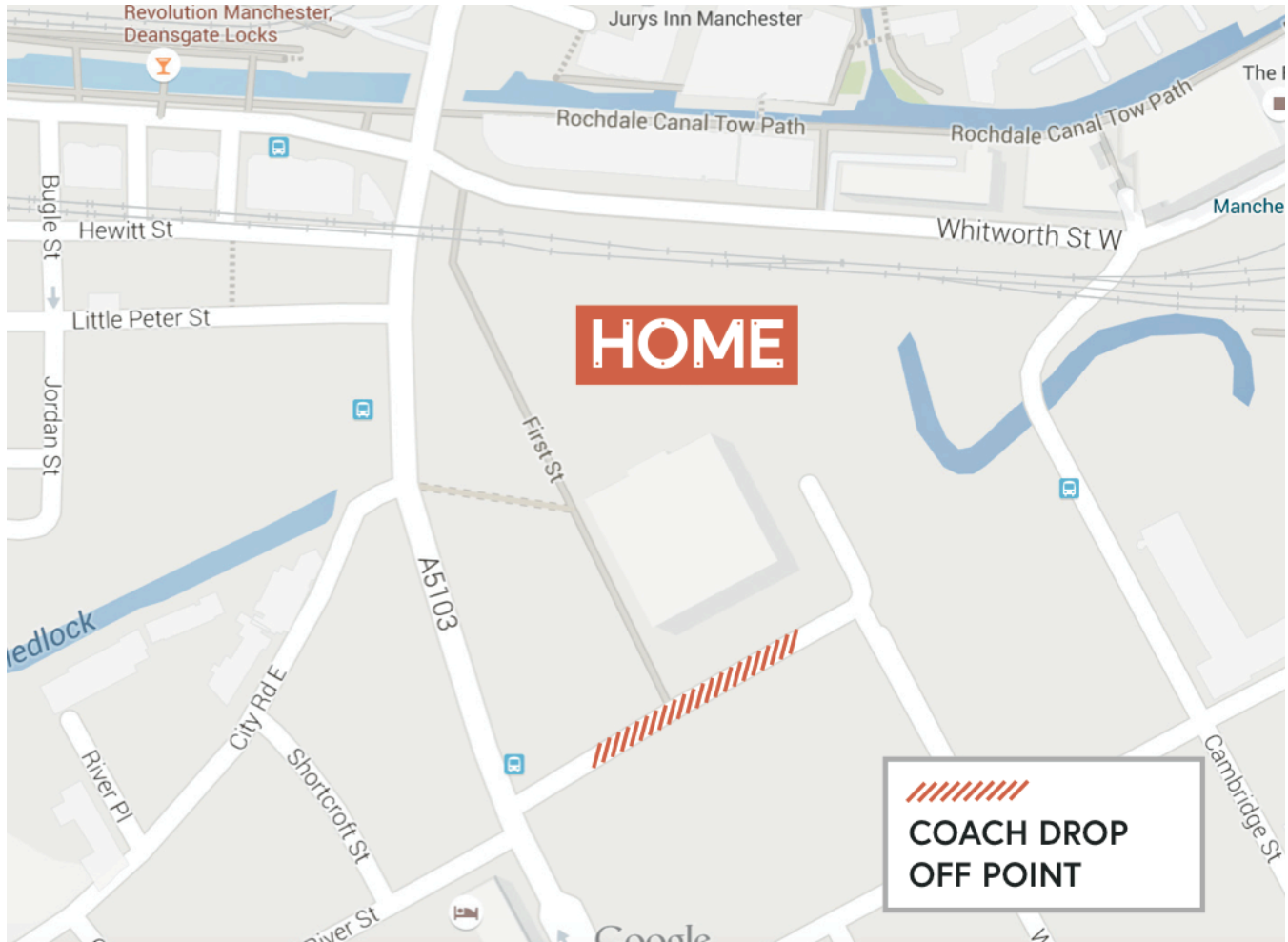
TRAM: The nearest Metrolink station is Deansgate Castlefield. St Peter's Square Metrolink stop is a 5 minute walk from HOME. For school group bookings of 10 or more students aged 5-16 years of age, Metrolink offers £1 tickets (per child) and £2 tickets for each accompanying adult across the network. For more information on this offer, please call Metrolink on 0161 205 2000.

MINI BUS PARKING: There is a Q-Park multi-storey car park situated next to HOME on Anne Horniman Street. The maximum vehicle height for this car park is 2.3metres.

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LARGE COACH DROP OFF POINTS: The recommended coach drop off point is marked on the map below. Coaches that need to park in the city for any duration of time should refer to Manchester City Council's website for recommended coach parking areas.

Tutors and group leaders are reminded that they have overall responsibility for the safety of their group.



7. Risk Assessment

A copy of HOME's risk assessment for School & College events and visits is attached as a separate document. Tutors and group leaders must familiarise themselves with all risks. There is a risk assessment available for each exhibition, in addition to the generic points included in our risk assessment. Please note the galleries often change physically depending on the exhibition type, for example a screening room may be especially created for an installation. For more information about specific exhibitions, please contact schools@homemcr.org

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Unless a prior arrangement has been made, HOME will not be responsible for any students who do not arrive for the event or any students who choose not to return after a break.

HOME has several policy documents that can be made available on request. They are: Child Protection and Safeguarding, Security, Equal Opportunities, Health & Safety and Seating Plans.

HOME does not accept responsibility for lost or stolen personal possessions.

8. Fire Procedure

A copy of HOME's fire procedure for School & College events can be found in Appendix 1 below. Please note that HOME does have a current Fire Safety Audit and Risk Assessment.

Appendix 1 – Projector Fire Procedure

HOME staff are responsible for:

- Ensuring that, if the fire alarm system is activated, they remove all visitors from their area
 - Knowing the evacuation route from their area
 - Knowing the location of all alarm activation points
 - Knowing the location of fire fighting equipment
 - Knowing their specific duties in the event of a fire occurring in their area
- Evacuation procedure:

A member of the Engagement team or Front of House Manager will explain the fire procedure at the start of the event.

Students will be guided out of the cinema, gallery or theatre by HOME staff, and it is important that they do not run, shout or promote panic. All students and tutors should go to the meeting point and remain there until instructed.

MEETING POINT: Arch 70, Whitworth St West

Appendix 2 - Contact details for Engagement Team

Main Switchboard: 0161 228 7621

Box Office (for booking tickets): 0161 200 1500 or email groups@homemcr.org

For other enquiries, email schools@homemcr.org