



SCHOOL VISIT INFORMATION

A FANTASTIC AND FUN LEARNING EXPERIENCE OUTSIDE THE CLASSROOM

Planning a school trip is no easy task, so to help you and your students we have put together all the information you will need to take your students out of the classroom and on to the world-famous authentic sets of one of the most successful film series in history.

In this information pack, you will find:

- Booking and arrival Information
- A map of the Studio Tour
- Structure of the day
- Lesson information
- Prices
- FAQ's
- Risk Assessment

HOW TO BOOK

Booking your school trip is easy – simply contact our Visitor Services Team on 0345 084 0902. Our team will be happy to answer your questions throughout the booking process.

Tickets will be held pending payment for 10 weeks from date of booking. If your visit is within this 10-week period payment will need to be made no later than 10 working days prior to the tour date. You can pay by school credit card, cheque or BACS. If payment is not received within the specified period, given at the time of booking, we will cancel your booking and release your tickets. Payment options can be found on your invoice, which will be sent to you at the time of booking. Please note that once payment has been made tickets will be non-refundable and non-transferable. A confirmation email will be sent to you on payment which you will need to bring to the Studio Tour to gain entry. Once you have paid, you will qualify for two free pre-visit planning tickets to the Studio Tour. Please contact the Visitor Services Team to make the booking. Tickets are subject to availability. You will need to bring some ID from your school when you visit.

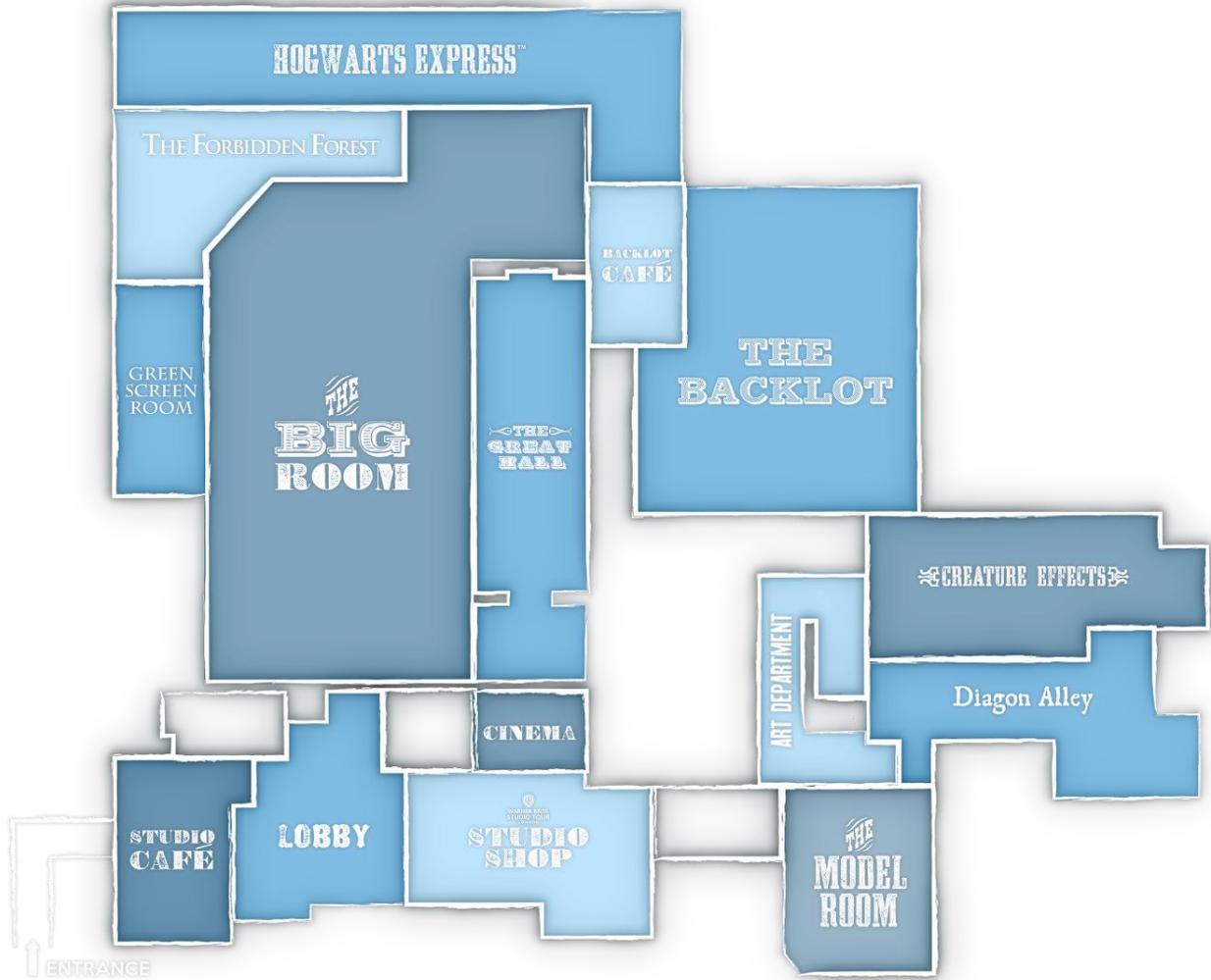
ESSENTIAL ARRIVAL INFORMATION

- The Studio Tour is located 20 miles north-west of London and less than three miles from the M1 and M25 motorways. Our address is Warner Bros. Studio Tour London, Studio Tour Drive, Leavesden, WD25 7LR
- Please arrive 30 minutes before your allocated time slot
- On arrival, have your confirmation email ready to show to our Security/Car Park Team and wait on your coach – a member of staff will greet you and escort your group into the Studio Tour. A contact telephone number will be taken from the lead teacher
- Toilets are positioned next to the Welcome Centre in the coach park
- You and your students will be searched by our Security staff. Please ensure that no sharp items, including scissors, compasses, knives and forks, etc are in the students' bags as they will be confiscated and may not be returned
- Your students will receive a wrist band and free activity passport which includes a Golden Snitch hunt
- Coach drivers will be directed to a free parking space and our dedicated coach driver room. A maximum of two coach drivers will also receive a complimentary ticket to the Studio Tour for use during your visit.

THE
MAKING OF
Harry Potter[™]

SCHOOL VISIT INFORMATION

MAP OF THE STUDIO TOUR





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STRUCTURE OF THE DAY

The Studio Tour has three sections: J Stage, the backlot and K Stage. You will enter J Stage from our Welcome Centre and the flow of the Studio Tour is one way.

The guided part of the Studio Tour takes place at the beginning of your visit (in the holding room, cinema and Great Hall.) Once you leave the Great Hall, the Studio Tour is self-guided and knowledgeable staff members are on hand to answer your questions.

If you have a pre-booked lesson (these are subject to availability – book early to secure your preferred date) please meet our education team at the Hogwarts staircase, after you leave the Great Hall, at the time you have booked. The lessons last one hour and you will be taken back to the Hogwarts staircase to continue your visit after the lesson.

In J Stage there is a greenscreen broom ride experience. Your students will receive a free digital download of their photograph on the broom. Your students are also eligible to purchase a hard copy photograph on the broom at a discounted school's rate.

There is an outdoor seating area in our backlot which is used by all visitors and can be used by students for their packed lunches. Subject to availability, a lunch room may be available on a first come first served basis. Please ask your students to bring their lunch in a disposable bag.

After the backlot you will enter K Stage which exits into our Studio Tour shop, where you will have the opportunity to purchase a wide array of merchandise and many pocket money items.

Please arrange meeting points with your students at the three different areas in the Studio Tour, to ensure that your group keeps together and you exit into the Studio Tour shop together. Your students will be asked to wait for a member of staff before they can enter the Studio Tour shop at the end of the visit.

LESSON INFORMATION

Please visit our website to discover the free lesson information. Our lessons meet national curriculum objectives and outcomes and exam board specifications. They are taught by on-site award winning qualified teachers. You will be able to download free teaching resources to support your visit.

<https://www.wbstudiotour.co.uk/schools>

Lessons are free of charge. They are subject to availability and need to be pre-booked in advance with our Visitor Services Team when you make your booking.

PRICES

- **Primary School Prices - £17.75 – one free teacher for every five students**
- **Secondary School Prices - £20.50 – one free teacher for every ten students.**

Please note that the prices are available to schools registered with the UK government visiting during term-time only. This is applied to international schools who are registered in the UK, for example Forces Schools. Lessons require a minimum of 15 students. All schools can contact our Visitor Services Team on 0345 084 0902. Term-time dates are based on Hertfordshire schools. Prices are for 2019 and are subject to change.



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FAQ'S

Where do the lessons take place?

We have a dedicated onsite classroom which holds up to 30 students.

How long does the lesson last?

Lessons last for one hour. There are five per day which take place on Monday to Friday during term-time only. The timings are 10.30 am, 11.30 am, 12.30 pm, 2.30 pm and 3.30 pm.

Can we have multiple lessons?

We can accommodate up to 60 students and the booking will be for two consecutive time slots, for example, 10.30 am and 11.30 am or 2.30 pm and 3.30 pm.

How long should we allow for our visit?

We recommend three and a half hours without a lesson and four and a half hours with a lesson.

Does the Studio Tour cater for special needs students?

Yes. All our lessons are differentiated and workshop based. Our teachers are experienced in teaching across a broad spectrum of abilities and age groups. There are some dark places in the Studio Tour and smoke in the Forbidden Forest. If you would like to avoid these areas, please ask a member of staff. We are also service dog friendly.

Is there a cloakroom for coats and bags?

Yes. We have a large cloakroom which is free of charge.

Is there an area to eat our lunches?

There is a picnic area that schools can use prior to entering the Studio Tour or when leaving. This is not under cover. There is an outside seated area in the backlot to have packed lunches with other visitors. Subject to availability a lunchroom may be available for your visit on a first come first served basis. Please speak to a member of staff on arrival. Please ask your students to put their lunches in a disposable bag.

Can we take photographs?

Yes, you and your students can take as many photos as you like. You can film the sets, props and costumes, but not the media that is running inside the Studio Tour.

What happens if I need a first aider?

We have a first aid room located in J Stage and there is always a first aider on duty.

How should my students behave?

The Studio Tour is a public visitor attraction. Please supervise your students. If the behaviour of anyone in a school group adversely affects the safety or enjoyment of other students or visitors, they may be asked to leave.



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RISK ASSESSMENT

Warner Bros. Studio Tour London – The Making of Harry Potter offers visitors the ultimate opportunity to journey behind the scenes of the Harry Potter™ film series and experience the magic that has gone into creating the most successful film series of all time. Step into the original Great Hall, first built for Harry Potter and the Philosopher's Stone™, experience green screen technology and marvel at the breath-taking miniature scale model of Hogwarts™ castle. Relive the magic through the eyes of the filmmakers who brought the Harry Potter film series to life and see first-hand the sheer scale and detail of the actual sets, costumes, animatronics, special effects and props that have been used in all eight of the Harry Potter films. In addition to the Great Hall, some of the most iconic sets featured include Professor Dumbledore's™ office, Diagon Alley™, the Ministry of Magic, number four, Privet Drive, Gryffindor™ common room and the Forbidden Forest.

LEGAL REQUIREMENTS AND STUDIO TOUR INFORMATION:

Public Liability

Studio Tour is covered by Public Liability Insurance to the amount of £5,000,000.

Studio Tour Staff identification

All Studio Tour staff wear name badges and uniforms for easy identification. A policy exists for all Studio Tour staff that have contact with children in a classroom to have enhanced Disclosure and Barring Service (DBS) checks.

Security

Studio Tour has a dedicated security team will deal with security issues on site. The team is also trained to deal with emergency incidents that may arise. All visitors will be subject to a security check on arrival at the tour. Bags searches and personal searches are in operation on arrival and throughout the tour if required.

Prohibited items

Certain items are prohibited from entering the tour including knives and bladed weapons, alcohol or illegal drugs, CS/pepper spray, scissors, cutlery, compasses or anything which could be considered a security risk. Items found will be confiscated and illegal items will not be returned. A full list of prohibited items can be found on our website.

Food Safety and Hygiene

The Studio Tour Café and Backlot Café are operated in accordance with the Food Safety Act 1990. School visitors can bring packed lunches. School visitors are responsible for any food items brought onto the premises.

RISKS:

Vehicle traffic

There are designated drop-off points for coaches at Studio Tour. There is no requirement for children to cross any busy public roads. Please contact Studio Tour if you require further information.

Parking at Studio Tour

There is designated parking for coaches and cars in the Studio Tour car park. Care should be taken when crossing the car park. There are designated routes for pedestrians. Please contact Studio Tour if you require any further information.

Slips/trips/falls

Trips may be caused by: looking at the displays and not at the floor; wet flooring in the outside area; uneven paved areas in the Great Hall and Diagon Alley; uneven soft flooring and low lighting levels in the Forbidden Forest; a high viewing platform in K Stage; climbing on and off equipment in the Green Screen interactive element of the tour.

Reduced lighting

Care should be taken due to reduced lighting in certain areas. Please speak to a member of Studio Tour staff if you have any concerns.



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Enclosed spaces

Some parts of Studio Tour could make individuals feel confined due to low lighting, however no area can be defined as a confined space.

Emergency planning/fire safety

Studio Tour has a contingency plan in the event of an emergency. The emergency plan has been developed in conjunction with the local emergency services and there are regular meetings with the local emergency services.

Lost children

Children should approach a member of staff if they are lost. All members of staff will wear badges and uniforms.

VISIT INFORMATION:

Supervision of children

Adult supervision of under 16's is required at all times. Our suggested ratio is one adult per five children aged under eleven and one adult per ten children aged eleven and over. Care should be taken in K Stage where there are narrower walkways and a ramp. No climbing is permitted on barriers around the tour and children should walk, not run, at all times, particularly on the ramp.

Studio Tour signposting

Studio Tour is well sign-posted and led by Warner Bros. staff in places. Studio Tour follows a one-way set path.

First Aid

Medical supplies and first aid-trained staff are located throughout Studio Tour. First aid facilities are in J Stage.

Wheelchair access

Please contact Visitor Services Team at Studio Tour for specialist support if required. Tel: 0345 084 0900.

Unruly children

Children are expected to behave well while in the Studio Tour. Staff will instruct children to behave well if necessary. Teachers are expected to supervise their groups and ensure the safety of their students.

Eating facilities

Food and drinks are available in the Studio Café and Backlot Café which serve a variety of healthy, hot and cold meals, as well as a wide range of refreshments. Picnic tables are available next to the coach park and in the Backlot. Food and drink can be consumed only in these designated locations and not inside Studio Tour.

Welfare facilities

Toilets are located at various locations within Studio Tour.

Additional costs

There are two cafés, photographic opportunities and three gift shops at the Studio Tour. Digital Guides and Souvenir Guidebooks are also on sale.



SCHOOL VISIT INFORMATION

Full terms and conditions and our Privacy Policy are available on our website on www.wbstudiotour.co.uk. Warner Bros. Studios Leavesden Limited incorporated and registered in English with company number 330764 whose registered office is at 98 Theobald's Road, London WC1X 8WB ("we") provides the Warner Bros. Studio Tour London to paying visitors ("you"). Please read these terms and conditions carefully before buying a ticket to the Studio Tour (as defined below) ("Ticket"). By buying a Ticket you agree to be bound by these terms and conditions. Warner Bros. Studio Tour London is a behind-the-scenes walking tour which immerses visitors into the world of film-making, featuring authentic sets, costumes and props from the Harry Potter film series (the "Studio Tour"). The Studio Tour is located 20 miles from Central London at Warner Bros. Studios Leavesden where the Harry Potter movies were filmed.

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The purpose of this document is to enable schools/groups to use the information provided for the development of visit risk assessments in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

WARNER BROS. STUDIO TOUR does not accept liability for any omissions to this list. Control measures indicated are recommendations only and must be adapted/amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.

