

## Schools Access Scheme

Royal Collection Trust is a registered charity. Income from ticket sales, including school groups, contributes directly to the care and conservation of the Royal Collection.

One of Royal Collection Trust's Charitable Aims is to broaden and increase access for the nation. We are therefore, on occasion, able to coordinate complimentary admission to The Official Residences of The Queen and The Queen's Galleries in order to ensure visits are possible for schools working for and with economically disadvantaged pupils.

Conditions of this scheme:

- Places for schools under the access scheme are limited to 20 visits per site, per academic year (a visit constitutes up to two classes of 35 pupils each per visit, plus accompanying adults).
- Schools should provide evidence that their school works for and with economically disadvantaged pupils. Priority is given to –
  - Schools with a higher than average number of pupils who receive pupil premium funding (England, Northern Ireland and Wales; i.e. 30%+ pupil premium)
  - Schools in areas with high indicators of multiple deprivation
  - Schools with pupils in receipt of the Pupil Equity Fund (Scotland)
- Schools can apply for one visit per academic year.
- Schools can apply a maximum of two classes per visit.
- Schools must reapply every academic year in the autumn term and submit evidence that they still meet the required criteria.
- Applications are reviewed by the Learning Manager for the relevant site, who will also take into consideration factors including the date requested, other bookings or events which might be taking place at the time, staff availability, number of previous visits by the school, overall demand for places, or other relevant issues. In the event an

application is rejected, the Learning Manager will explain the decision in their response.

#### How to apply:

- To express your interest in this scheme, please complete our Access Scheme Application and email to the appropriate site as below –
  - o Applications for Windsor Castle – [windsorlearning@rct.uk](mailto:windsorlearning@rct.uk)
  - o Applications for Buckingham Palace, the Royal Mews or The Queens Gallery, Buckingham Palace – [bplearning@rct.uk](mailto:bplearning@rct.uk)
  - o Applications for the Palace of Holyroodhouse or The Queens Gallery, Holyroodhouse – [holyroodlearning@rct.uk](mailto:holyroodlearning@rct.uk)
- Requests must be sent from an official school email address.
- Applicants will be contacted regarding the status of their application in due course.

#### Terms and Conditions

##### **I Application and Admission**

- 1.1 All visits booked via the Schools Access Scheme are subject to the standard terms and conditions of entry. Full details of which can be found [here](#).
- 1.2 We accept applications subject to availability and on the basis that applications made by you are correct (unless you indicate otherwise). We shall determine, in our sole discretion, the number of schools access scheme admissions allowed at each residence.
- 1.3 If additional admissions (which are not covered by the schools access scheme) are required, payment in full must be received 30 days before the proposed visit date. Where payment is not received in full by this date, we shall deem your application to have been withdrawn and your visit cancelled.

Policy written January 2020; to be reviewed January 2021