

# PALACE OF HOLYROODHOUSE

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## TEACHER INFORMATION PACK



This pack is designed to give you all the practical information you need to plan an enjoyable and safe visit to the Palace of Holyroodhouse.

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## Planning Your Visit

We hope you enjoy your visit to the Palace of Holyroodhouse. Before you arrive, please read this information to help you make the most of your time here.

### Frequently Asked Questions

#### **Is my booking confirmed?**

The e-mail you have received is your confirmation. Please read it carefully and if the details are not correct please telephone us on **0303 123 7323**

If there are any fees due on your booking, the e-mail will confirm the date by which full payment must be received. All bookings are made subject to our terms and conditions, which are available on request.

- **Can I make changes to the size of my group?**

You can request any increase in the number of your group until 12:00 on the last working day before your visit. Any additional tickets requested after 12:00 on the last working day will need to be purchased on the day at the standard admission rate. Please note, if you would like to book additional accompanying adults, above the stated ratios, the standard adult admission rate applies.

- **How do I arrange a complimentary planning visit?**

If you and a colleague would like to make a planning trip before your group visit, please contact the Learning Bookings Team to arrange this. Two complimentary tickets will be booked for you, for collection on the day. If you would like to meet a member of the Learning Team or see the Abbey Strand Learning Centre during your planning visit, please advise us during booking.

- **Is there a lunch room at the Palace?**

There is space for eating packed lunches in the Abbey Strand Learning Centre. Please discuss your requirements during booking. Pre-booking a space for eating packed lunches is essential.

- **Is there somewhere to leave coats and bags?**

We have a cloakroom in the Abbey Strand Learning Centre for you to leave coats and bags in.

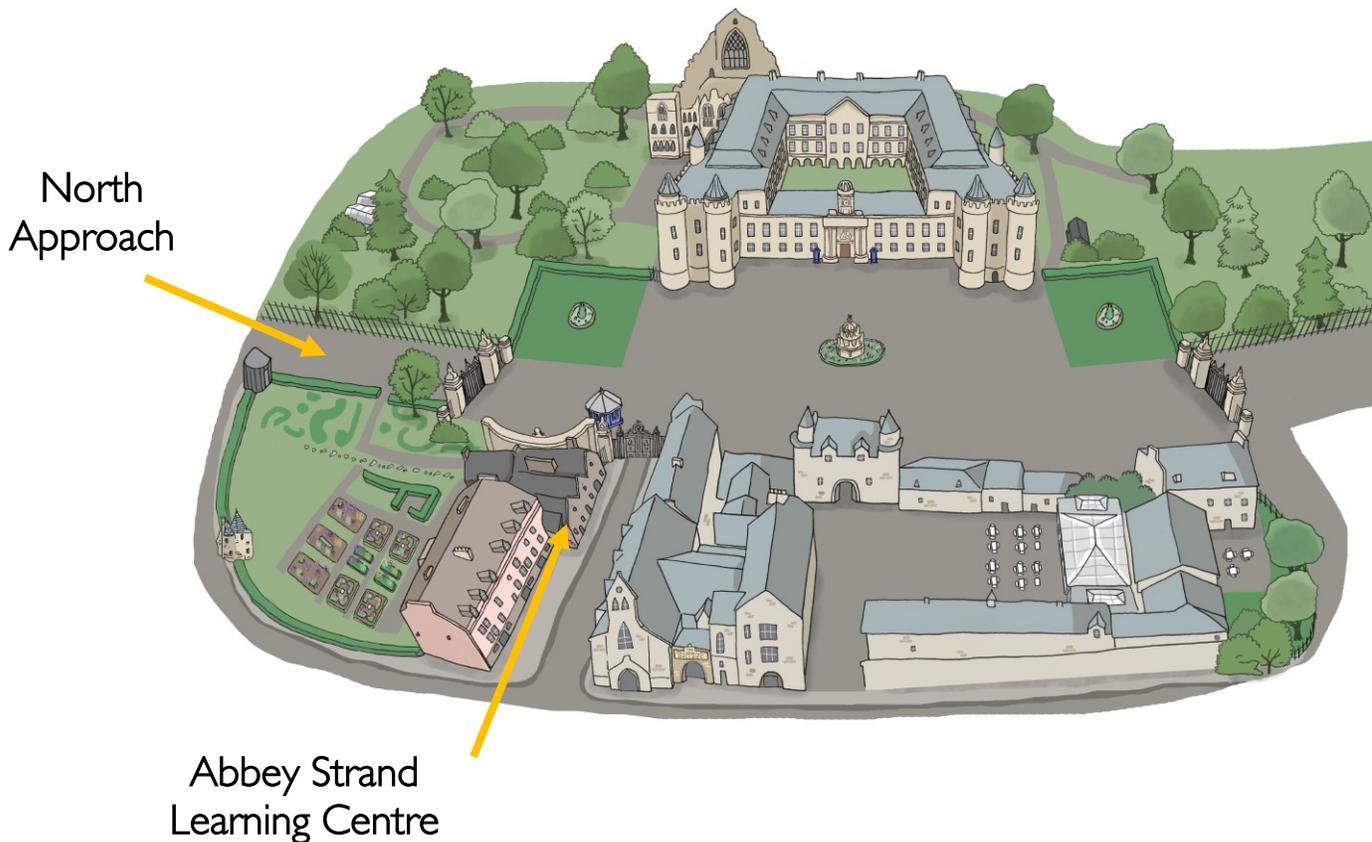
## Before and After Your Visit

You can find useful classroom resources linked to your booked session on our Schools Discover page <https://www.rct.uk/discover/school-resources>

## Arriving at the Palace

Your arrival time can be found on your letter. Please keep this letter safe as it acts as your ticket on the day. If you are running more than fifteen minutes late, please call the Learning Bookings Team on 0303 123 7323.

- Free Coach Parking is available on the North Approach (marked on the map). However availability cannot be guaranteed and is on a first come, first served basis.
- A member of the Learning team will meet you outside the Abbey Strand Learning Centre at your arrival time to begin the session.
- There are toilets situated in the Learning Centre. Please allow extra time beforehand if your group requires to use the toilets before the session starts.



## Guidelines for school visits to the Palace of Holyroodhouse

In order that everyone has a safe and enjoyable visit to the Palace, we ask that school groups follow these guidelines.

- During the visit, teachers and adult helpers are responsible for their pupils' safety and behaviour at all times and must stay with their group.
- Children should be supervised at all times to maintain appropriate conduct and to ensure their safety, and appropriate social distancing.
- Please follow instructions given to you by the staff on site.
- Please ensure pupils do not touch or get too close to any of the objects on display.
- Please ensure that pupils do not run whilst in the Palace.
- Cameras and audio/video equipment are not allowed in the Palace Kitchens but you are very welcome to take photographs elsewhere on the site.
- Please turn mobile phones to silent when you are in the Palace
- Please be aware that visitors to the Palace may try to take photographs of the children and some cultures consider that laying hands on the children to position them for a photograph is acceptable. If you feel a breach of safeguarding has occurred please report this immediately to the nearest member of staff so it can be dealt with at the time.

Please ensure that all adult helpers are fully aware of the guidelines.

Adult helpers should also be advised that they may need to work with the pupils in their care, encouraging observation and discussion and helping them complete worksheets, trails and sometimes art projects.

## Risk Assessments

In order for you to carry out risk assessments specific to your group and their needs, we offer a complimentary planning visit for group leaders (please see details on page 2).

The following information outlines potential hazards:

### The Palace

The Palace is a historic building with some uneven floor and ground surfaces, staircases with uneven steps (some of which are stone, others wood, and some carpeted; there are some spiral staircases). There are some rooms with low lighting and some areas of the Palace have low doorways. There are heavy doors, security barriers and display cases. There will be other visitors in this area.

### The Abbey Strand Learning Centre

The Abbey Strand Learning Centre is a renovated historic building. There is a wooden staircase and a stone spiral staircase. There are some low doorways. There are heavy doors. There is a road outside the Abbey Strand Learning Centre.

### Outdoor Spaces

Outdoor spaces have uneven tarmac, paved slabs, grass or compacted gravel. There is also various flora and fauna. There will be other visitors in these areas.

There are local policies and procedures relating to fire, first aid and safeguarding. In the case of an emergency please follow the instructions of the Learning Team and wardens on site.

## Covid-19

We look forward to welcoming school visits again. The Palace has extensive additional measures in place to ensure that it is safe for your group to visit. You can read more about this [here](#). Please note, although this information is tailored for individual visitors and families, much of the advice will be useful in preparing for your visit.

In addition, we have risk assessed and made changes to our schools sessions where necessary.

- School groups are now directed straight to the Abbey Strand Learning Centre on arrival, rather than the general public entrance.
- We are restricting school bookings and visitor numbers for the time being to enable social distancing and ensure the Abbey Strand Learning Centre is thoroughly cleaned between bookings.
- We have policies in place should a visitor or member of staff begin to feel symptoms of Covid 19 during their visit.
- Social distancing will be requested throughout your visit. Palace staff, pupils aged 11 and over and accompanying adults will be required to wear face coverings inside the Palace.
- On arrival we are asking classes to split into two classes of no more than 16 pupils (and the appropriate ratio of adults) to make sure we do not exceed room capacities inside the Palace.
- Spaces will be cleaned regularly during the day and overnight.
- Hand sanitising stations can be found throughout the site.

### The Abbey Strand Learning Centre

- Hand sanitising and hand washing facilities will be available on entry and exit to the building.
- There will be regular cleaning of “high touch points” such as door handles and hand rails.
- Classrooms will be arranged to facilitate social distancing between Palace staff and your group
- For workshops which involve art supplies, they will be cleaned before and after use.
- For workshops which involve handling objects, they will be used in a “show and tell” format.

We will continue to monitor Scottish Government guidance and make changes accordingly to keep you and your class safe.

## Introduction to the Palace of Holyroodhouse

The Palace is The Queen's official residence in Scotland. Spanning 10 centuries of history, from its foundation as an Augustinian monastery to its role today, the Palace is an ideal focus for a wide range of studies. This guide may be useful in preparing for your visit.

Key points in the history of the Palace of Holyroodhouse:



### 1: King David (r. 1124 – 53)

The foundation of the Palace of Holyroodhouse as an Abbey in 1128. Holyrood got its name after King David founded the Abbey following a vision he had had. Out on a hunting trip, the King was attacked by a stag. He suddenly had vision of a glowing cross between its antlers and when he reached out to touch it, the stag turned and ran. The King was safe and in gratitude named the site after the Scottish word for cross (rood). Holyrood – the site of the holy cross.



### 2: King James V (r. 1513 – 42)

The building of the great Tower, between 1528-1532. This was built to withstand attack, and has very thick walls. At the base, you can see the marks left by gunfire, as well as space for a cannon. This tower may have been built to celebrate James' marriage to the French King's daughter, Madeleine de Valois. After her death, James married another woman from a powerful French family, Mary of Guise

### 3: Mary, Queen of Scots (r. 1542 – 67)

Many of the famous events of Mary's life happened while she stayed at the Palace of Holyroodhouse: Marriage to Henry Stuart (Lord Darnley) in 1565, her secretary David Riccio (Rizzio) was murdered in 1566, Darnley was killed at Kirk o' Field in 1567, and she was married to James Hepburn (the Earl of Bothwell) in 1567.



### 4: King Charles II (r. 1649 –85)

After the Palace had been damaged by Oliver Cromwell's troops, Charles II embarked on a huge building campaign. He was convinced of the importance of having an impressive residence in Scotland. A large part of what we now see is due to the work commissioned by Charles II.



### 5: Charles Edward Stuart (Bonnie Prince Charlie)

In 1745 Bonnie Prince Charlie held court at the Palace and is said to have held a ball in the Great Gallery. After his defeat at Culloden in 1746, the victorious Government soldiers were quartered at the Palace, and they slashed the portraits of the monarchs of Scotland in the Great Gallery with their sabres. Marks from their swords can still be seen on the repaired pictures today.

### 6: King George IV (r. 1820 – 30)

In 1822, George IV made a state visit to Scotland – the first by a Hanoverian monarch. George received guests at the Palace, and it is said that he refused to see anyone unless they wore tartan.

### 7: Queen Victoria (r. 1837 – 1901)

When Victoria began visiting Balmoral Castle, she stopped off at the Palace of Holyroodhouse. At this time, the Palace was badly in need of repair, having been split into a series of 'grace and favour' apartments.

Victoria and her husband Prince Albert, spent time refurbishing the interior of the Palace and landscaping the gardens and because they used it so often, it once again became established as a Royal Residence.



### 8: Queen Elizabeth (r. 1952 - )

The Palace remains a Royal Residence to this day, and our present Queen stays here for a week every year in the summer. Alongside state events and other official functions, she holds a garden party, to which 8,000 people from all walks of life are invited.

Other members of the Royal Family also use the Palace throughout the year. During his visits to Scotland, The Queen's son, Prince Charles, uses his official Scottish title – The Duke of Rothesay.