

Essential Information for Teachers/Group Leaders

Please share this information with all accompanying adults.

Where should we go?

- The National War Museum is located within Edinburgh Castle which is run by Historic Environment Scotland.
- Please present your booking confirmation to Castle staff on arrival. An adult should wait with the pupils on the Castle Esplanade until tickets have been issued. Once tickets have been issued make your way to the National War Museum and assemble by the Earl Haig statue on Hospital Square. A member of our learning team will greet you on arrival.

When should we arrive?

- Please arrive at least 45 minutes before your start time (see Booking Information for detailed timings). This allows time to collect tickets from Edinburgh Castle Admissions, visit the toilets and to get to the area the session will take place. If you arrive late, your session may be reduced.

What if we are running late?

- If you are running late, please phone our learning team's mobile so we know when to expect you:
 - Mobile: 07551 414819

What if any of our children have Additional Support Needs?

- The Education Room is situated on the third floor of the Museum. Please note that there is no lift access.
- We aim to make our facilitated sessions as inclusive as possible. Please share any information about your class that will help us prepare for your visit (e.g. autism stressors/triggers). We may contact you to discuss.

Where can we eat?

- There is currently no indoor lunch area at Edinburgh Castle. Lunches can be eaten outside. Please ask Museum staff if you would like to borrow picnic blankets.
- During the winter months, there may be an indoor space available for lunch within the Castle. Please approach a Castle Guide on arrival to enquire about using the space. This space cannot be pre-booked.

Where can we leave our jackets and bags?

- School groups who have booked a facilitated session can store coats, bags and packed lunches on the coat pegs situated outside the Education Room.

Where can we be dropped off or park?

- If arriving by coach, please be aware that there is no large vehicle access to Johnstone Terrace. Temporary coach drop off and pick up as been created in Castle Terrace, with coach parking available in Regent Road and Inverleith Place.
- A limited number of accessible spaces on the Castle Esplanade are available to Blue Badge holders on a first come first served basis. Should you require the use of one of these spaces please let us know in advance.
- A mobility vehicle is available for visitors who are unable to manage the steep slopes between the Castle Esplanade and Crown Square. Ask a member of Castle staff on arrival if you would like to make use of this facility.
- [The Edinburgh Castle Access Guide](#) contains further information on accessing the Castle and Castle Grounds.

How do we pay for our visit?

- The cost of your visit is detailed in your information pack.
- State Schools should provide the Museum with a Purchase Order number in advance of chargeable visits. After the visit, we will invoice your Local Authority. Payment is due within 15 days of the invoice date.
- Non-payment of invoices may lead to cancellations of any future bookings made by your school.
- As the National War Museum is situated within Edinburgh Castle, a [travel subsidy](#) is available from Historic Environment Scotland.
 - If applying for this subsidy, please ensure you quote 'visiting Edinburgh Castle/National War Museum'.

Behaviour

- The museum can be busy with members of the public. We ask that your group stays with its adults and are mindful of other visitors.
- Our behaviour agreement is below. Please note that if your group is in breach of this agreement, we may ask you to leave the premises. In this instance we will follow up with the school leadership team.

Looking around Edinburgh Castle during your visit

- School groups are welcome to explore Edinburgh Castle during their visit.
- Teachers and groups leaders should familiarise themselves with [Historic Environment Scotland's Planning a Visit information](#) before visiting.
- Photography is permitted in all areas of the castle apart from the Crown Room and the Scottish National War Memorial.

Museum shop

- Located in the entrance area. Please bring groups of no more than 10 at a time to reduce crowding.

Evaluation

- During/after your visit we will invite you and your group to complete evaluation surveys. Your responses are extremely valuable and will help us to improve the service we provide.