



Visiting Norwich Theatre Royal Advice for Teachers

So that you can get the most from your visit to the Theatre we recommend the following;

- If any of your group have any special requirements or needs please let us know by emailing stagetwo@theatreroyalnorwich.co.uk or calling **01603 598 600** and we will do what we can to best accommodate your needs.
- Teachers should follow the NUT's advice regarding adult/pupil ratios for supervision;

Year	Minimum Ratio of adult/pupils
1-3	1:6
4-6	1:10 to 1:15
7-11	1:15 to 1:20
12-13	1:20

- Norwich Theatre Royal's Public Liability Insurance, Risk Assessments and the Theatre's Safeguarding policy are all available from our website.
- Teachers and adults should be evenly spread amongst the group, preferably with one teacher sat at the end of the group nearest an aisle. In the event of a split group, with your students seated in different areas of the theatre, then supervision should be arranged accordingly.
- School groups should aim to arrive half an hour before the performance starts. This gives students plenty of time to find their seats, go to the loo, and get settled before the show starts. If you are late, you may not be allowed to enter the auditorium until a suitable break in the performance. Please be aware that some performances do not permit late entry.

- Check our website, or ask our Education team about any post-show Q&As or pre-show talks that might be happening. This can be a great opportunity for students to find out more. Especially if they are studying the performance for GCSE or A Level.
- Teachers should decide before the visit where each student will be sitting. It is very helpful if each student has their own ticket before entering the auditorium. Each ticket has a Row letter and a Seat number printed on them (e.g. Stalls - Row V Seat 23). Please note that if your group arrives late it may not be possible to seat you in the planned seating arrangement.
- Virtual tours of [Norwich Theatre Royal](#) and [Stage Two](#), our Learning and Participation centre, are available to use before their visit, to help students familiarise themselves with the venues.
- Teachers are responsible for the behaviour of the group, both during the performance, and before and after the show. Please remind students that they are in a theatre, and that there are other patrons watching the performance as well. A guide to visiting the Theatre aimed at secondary school pupils is available for download on our website. Theatre etiquette is generally common sense but helpful tips for students and staff include;
 - Only eating or drinking during the interval
 - Waiting till the interval to speak to other audience members
 - Staying in your seat except during the interval in an emergency
 - Switching off mobile phones and cameras during a performance
- If you have any questions please don't hesitate to contact the Learning and Education team before your visit.

We do hope that you and your students enjoy your visit to Norwich Theatre Royal and we look forward to seeing you at the theatre soon.