



Visiting Norwich Theatres **Information for Teachers**

A trip to the theatre is always exciting, but there can be a lot to think about.

The following is advice and guidance for school groups visiting us at either [Norwich Theatre Royal](#), [Norwich Playhouse](#) or [Stage Two](#).

Contact

If you have any questions or queries about your visit, please get in touch with our box office team on **01603 630 000** or by emailing info@norwichtheatre.org. We will respond to your enquiry as quickly as possible.

Important Documents

Copies of the following documents are available on our website;

- Safeguarding policy
- Risk Assessment for Norwich Theatre Royal
- Risk Assessment for Norwich Playhouse
- Risk Assessment for Stage Two

A copy of our Public Liability Insurance Certificate is available on request.

Getting Here

There is no on-site parking for coaches or minibuses at Norwich Theatre Royal, Stage Two or Norwich Playhouse.

Norwich Theatre Royal and Stage Two

There is a coach drop-off layby opposite Norwich Theatre Royal on Theatre Street and there is zebra crossing close by for ease of access.

Coaches and minibuses can park at Lower Clarence Road, situated behind the Norwich railway station, Norwich City Football Club, on non-match days and Harford Park & Ride, situated on the A140 Ipswich Road and A47 junction. Minibuses can also park at surface car parks on Rouen Road and Chantry Road.

Norwich Playhouse

Coaches and minibuses can drop off via Colegate (St George's Street is closed to traffic, and the road is pedestrianised) please use the turning circle opposite the theatre.

Arrival and Access

We recommend school groups aim to arrive half an hour before the performance is due to start. This allows plenty of time for students to find



their seats, locate and use the facilities and get settled before the curtain rises.

If you are running late please try and let our box office know so that our front of house team can be ready to meet you. Please do be aware that if you are late you may not be able to enter the auditorium until a suitable point in the performance. Please also be aware that some performances do not permit late entry, where this is the case we will try and make you aware in advance.

Virtual tours of [Norwich Theatre Royal](#) and [Stage Two](#) are available on our website, as is a video guide to [Norwich Playhouse](#).

Our [website](#) contains lots of information on accessibility.

In the Auditorium

Please decide in advance where each student will be seated (seating plans are available on request from box office) and ensure a good coverage of staff to students across your seating allocation. Where possible, we would suggest having a member of staff on the end of a row, nearest the aisle.

There will likely be other patrons watching the performance so please remind students of this.

Please only allow eating or drinking during the interval (refreshments are available to purchase at our kiosks and can be ordered in advance).

Please remain seated except during the interval or in an emergency. If you require access to a break out space, please chat with our box office team in advance and we will be happy to make arrangements.

Please ensure all mobile phones and cameras are switched off. Photographing or recording any portion of a show is prohibited.

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