

# Teachers Pre-Vist Booklet



## TURNER'S HOUSE TWICKENHAM

### Teachers Pre-Visit Booklet

#### CONTENTS

|  |      |
|--|------|
| Getting Started                        | p.1  |
| How to book your visit                 | p.1  |
| How to get the most out of your visit  | p.1  |
| When visiting Turner's house           | p. 2 |
| Risk Assessment Advice                 | p. 3 |
| Turner's House in Twickenham Factsheet | p. 6 |



# Teachers Pre-Vist Booklet

## Getting Started

Trips to heritage sites expand children's learning through hands-on experience and the opportunity to interact with heritage and art professionals. Heritage sites bring topics to life and aid in memory. Turner's House in Twickenham provides an engaging opportunity for pupils to learn about art and history.

Good planning helps you and your students to get the most out of your trip to Turner's House. This booklet is designed to help you plan and prepare for your trip. We recommend you visit Turner's House prior to your school workshop. This must be arranged with the activities and interpretation officer by contacting [learning@turnershouse.org](mailto:learning@turnershouse.org)

## How to book your visit

If you would like to speak to someone about your visit prior to booking, either email [learning@turnershouse.org](mailto:learning@turnershouse.org) or phone 020 8892 5485.

To book a **primary school workshop**, please contact the Orleans House Gallery education team:

Phone: 020 8487 5258

Email: [artseducation@richmond.gov.uk](mailto:artseducation@richmond.gov.uk).

Please also arrange lunch facilities with Orleans House Gallery if needed.

**Secondary school workshops** need to be booked through [learning@turnershouse.org](mailto:learning@turnershouse.org) with the booking form you can download on our website. Sessions cost £4.00 per pupil. The minimum group size is 6 pupils.

Due to the size of the house we cannot accommodate groups of more than 30 pupils.

## How to get the most out of your visit

The following are advice that will help us to improve your trip to Turner's House so you can make the most out of your visit.

- Please give clear answers about number of students and staff attending. We understand that changes may happen, however numbers help us prepare the correct amount of materials.
- To help you answer pupils questions, we have prepared a factsheet for teachers on p.
- When you arrive to Turner's House we will be rotating the pupils between three different activities. If you can split the class into three group prior to arriving at Turner's House this saves us time.



# Teachers Pre-Vist Booklet

- While our staff and volunteers will lead the activities, it is immensely helpful if teachers and accompanying adults encourage pupils to act responsibly, listen and follow instructions promptly. We also encourage teachers and accompanying adults to take part, use their knowledge of individual pupils needs and encourage pupils who are less engaged. The rapport teachers already have with pupils is valuable to us and will help pupils have a better experience.
- If pupils have a question and ask a teacher or an accompanying adult, please redirect them to ask our staff and volunteers as this is a part of their workshop experience and we have a lot of experience answering questions.
- Please be aware that since your visit is across two sites, arriving on time is vital. If you arrive late your time at Turner's House will be cut short.

## When Visiting Turner's House

If you're pupils require a snack break, please inform us beforehand so we can factor it into our schedule. We do not schedule a snack break. We have scheduled a toilet break upon arrival at Orleans House Gallery.

Please be aware that we on a residential street, so coaches cannot drive down Sandycombe Road. Coaches on Sandycombe road causes us problems with our neighbours, so please avoid driving down this road. Parking facilities for coaches are available at the following locations:

Marble Hill Park 7min walk to Turner's House or Old Deer Park 22min walk to Turner's House

### Getting to us by Train

Mainline & Overground/Underground (District Line) trains all run to Richmond station.

The nearest station is St Margarets, which is a short walk away.

### Getting to us by Bus

From Richmond station, the H37 stops at Sandycombe Road. Frequent services also run on the 490/H22/R70/R68 where you should alight at Marble Hill Park/Crown Rd stop, it is then a 3 min walk.



# Teachers Pre-Vist Booklet



We provide secure storage of bags and coats.

We suggest that you go through the following rules with your pupils prior to your visit.

## Historic House Rules & Manners:

- Please ask volunteers and staff before touching anything – oil, salt and acid on your fingers can damage art and historic furniture.
- Only use pencils in the house - pen is harder to get rid of.
- Photography is allowed, but no flash as flash can damage works of art.
- Eating and drinking is not allowed in Turner's House.
- Chewing gum is not allowed anywhere on Turner's House property.
- Cell phones must be on silent on Turner's House property (please reiterate this with adult supervisors).

## Risk Assessment Advice

The following information is to help you prepare a risk assessment for your visit to Turner's House in Twickenham. If you need more information or advice in preparing your risk assessment, please email [learning@turnershouse.org](mailto:learning@turnershouse.org)

## Turner's House

All the spaces in the house and gardens are designed and maintained to ensure safety for all visitors including school groups. These spaces are regularly checked to remove or minimise hazards.

## Our people



# Teachers Pre-Vist Booklet

All our staff, facilitators and learning team volunteers have undergone a DBS enhanced disclosure. All staff and volunteers are familiar with and complies with our safeguarding children and adults at risk policy and procedure.

## Fire & evacuation

We have tested evacuation procedures in place in case of fire or other emergencies. In case of an evacuation, school groups are escorted to a muster point from Turner's House staff and volunteers. Our buildings are fitted with alarm systems and fire extinguishers.

## First aid

All members of staff are trained in first aid, and we have first aid kits on site. Please inform our staff or learning volunteers if anyone in your school group needs assistance due to illness or injury. We do expect schools to bring their own first aid kits and any required medication for pupils.

## Insurance

We have public liability insurance.

## Health & safety

All our staff and volunteers receive training in health and safety on site and are familiar with and comply with our health and safety policy.

## Lost pupils

Please inform our staff or learning volunteers immediately in a pupil has become separated from your group and you cannot see them. Our staff and volunteers can help you efficiently find a lost child.

## Supervision

Please note that teachers and accompanying adults are responsible for the health and safety of their school group and should remain with pupils at all times while visiting Turner's House in Twickenham. We require the following staff/adult supervisors to pupil ratios:

| Key Stage       | Minimum               | Recommended |
|-----------------|-----------------------|-------------|
| Reception       | 1:4                   | 1:4         |
| Key stage 1 & 2 | 1:10                  | 2:10        |
| Key stage 3     | 1:10                  | 1:10        |
| Key stage 4     | 1:15                  | 1:10        |
| HE              | 1 teacher per booking |             |



# Teachers Pre-Vist Booklet

1:1 for any pupils with SEN

Please be aware that due to the small size of the house we do not want schools to bring more than the recommended number of adult supervisors.

## Potential hazards

| Location of Potential Hazards | Identified Potential Hazards  | Existing Control Measures  | Suggested Actions by School  |
|-------------------------------|---|--|--|
| House entrance                | <ul style="list-style-type: none"> <li>Slips, trips, falls on steps</li> <li>Proximity to road</li> <li>Child becomes separated from group</li> </ul> | <ul style="list-style-type: none"> <li>Paths kept clear</li> <li>First aiders on-site</li> <li>Learning volunteer present at entrance</li> <li>Ramp available for front steps</li> </ul>   | <ul style="list-style-type: none"> <li>Pupils supervised by school staff</li> <li>Head counts carried out by school at regular intervals</li> </ul>      |
| Stairways                     | <ul style="list-style-type: none"> <li>Slips, trips, falls on steps</li> </ul>  | <ul style="list-style-type: none"> <li>Handrails on stairs</li> <li>First aiders on-site</li> <li>Lights on basement stair</li> </ul>  | <ul style="list-style-type: none"> <li>A member of school staff in front and behind pupils while going up and down stairs</li> </ul>                     |
| Rooms in house                | <ul style="list-style-type: none"> <li>Slips, trips and falls on rugs or furniture</li> </ul>   | <ul style="list-style-type: none"> <li>Rugs secured at possible slippage points</li> <li>Furniture placed on edges of room</li> <li>First aiders on-site</li> </ul>  | <ul style="list-style-type: none"> <li>Pupils supervised by school staff</li> </ul>  |
| Workshops                     | <ul style="list-style-type: none"> <li>Spillage and staining with ink/paints</li> <li>Ink/paints in mouth</li> </ul>                                  | <ul style="list-style-type: none"> <li>Explanation and supervision of participants in safe use of tools</li> <li>Use of child-safe materials and tools when available</li> <li>Use of suitable space for activities</li> <li>First aiders on-site</li> </ul> | <ul style="list-style-type: none"> <li>Pupils supervised by school staff</li> </ul>  |
| Garden                        | <ul style="list-style-type: none"> <li>Slips, trips, falls on wet leaves or grass</li> </ul>  | <ul style="list-style-type: none"> <li>Paths kept clear</li> <li>First aiders on-site</li> </ul>   | <ul style="list-style-type: none"> <li>Pupils supervised by school staff</li> <li>School instruct pupils to bring weather-appropriate clothes</li> </ul> |



# Teachers Pre-Vist Booklet

## Turner's House in Twickenham Factsheet

- Joseph Mallord William Turner was a famous British landscape artist sometimes known as the 'painter of light' because of the emphasis on light, colour and atmospheric effect in his paintings.
- Turner was born on 23<sup>rd</sup> April 1775 in Covent Garden, London.
- In 1789 Turner works for a short time as a draughtsman (some who makes detailed technical plans or drawings) for the architect Thomas Hardwick.
- Turner started studying at the Royal Academy of Art in London in December 1789 when he was 14 years old.
- Turner's bought the land for Sandycombe Lodge in 1807. He then began doing sketches of what he wanted to house to look like. Sandycombe Lodge is unique because it is the only house that Turner designed.
- Turner became Professor of Perspective at the Royal Academy in 1807.
- Turner's House, Sandycombe Lodge, was completed in 1813. His father lived in the house and looked after the house in gardens. Turner used it as his country house to visit the countryside, go on fishing trips and picnics with friends.
- Turner sold the house in 1826 to Joseph Todd.
- Turner died in 1851 at the age of 76. He is buried in the crypt of St Pauls Cathedral.



LOTTERY FUNDED