

Teacher Entrance Notes

In order to ensure the smoothest entry for your schools, we ask trip leaders to read through these notes and to pass on the Driver notes below, prior to departure.

- **Please note, that Warwick Castle admits school groups, either at our dedicated school's entrance (gate 4), or close to the main public entrance (gate 2).**

For operational reasons we cannot, unfortunately, give you advance notice as to which entrance will be in use on the day of your visit. Our parking team will inform your coach driver which entrance is in use upon arrival at our Stratford Road car park. (CV34 6AH).

- **If you are directed to our main entrance**, you will be asked to head to a bus turning bay, where a parking host will be on hand to assist you. Please Park and drop off from this bay. Once all pupils and school staff have alighted, head to the main entrance, where you will be met by our schools' ambassadors.
- **If you are directed to our school's entrance.** Please drop off the lead teacher for registration. Your driver will be directed to head to a turning area and return to the school's entrance. We follow this process, to allow your driver to easily reverse into one of our coach bays to drop off and then allow your staff and pupils to safely disembark.
- At either entrance you will be met by one of our **Schools' Ambassadors**, who will be your point of contact throughout the day, they will register your school and will confirm your itinerary with you and help with any questions you might have, and of course give you a [map](#), prior to starting your day with us.

- **Toilets.**

There are toilets, including accessible, within a minutes' walk of both entrances.

- **Accessible Entry**

Should your group include wheelchair users or pupils with limited mobility, you will be directed to our main entrance. Should you require any further SEND advice or support please contact: schoolsofficer@warwick-castle.com.

Notes to School Coach Drivers

- **Please note, that Warwick Castle admits school groups either at our dedicated school's entrance (gate 4), or close to the main public entrance (gate 2).** Our parking team will inform you which entrance is in use upon arrival at our Stratford Road car park. (CV34 6AH)
Please always follow the instructions of our parking team, whilst on our site.
- **If you are directed to our main entrance,** you will be asked to head to a bus turning bay, where a parking host will be on hand to assist you. Please Park and drop off from this bay. Once all pupils and school staff have alighted, you will be directed to turn round and either park in a Warwick Castle Coach Bay, if available, or you may be directed to park at a designated off-site coach park.

If you are directed to our school's entrance. Please drop off the lead teacher for registration, then continue to our turning bay. Turn around and return to drop off the remaining staff and children. We follow this process, to allow you to easily reverse into one of our coach bays to drop off. Please note that on busy days you may then be asked to leave site and park in a designated off-site Coach Park.