



Papplewick Pumping Station Essential Information

Papplewick Pumping Station
Off Longdale Lane, Ravenshead, Nottingham NG15 9AJ
0115 963 2938

Papplewick Pumping Station is Britain's finest working Victorian water pumping station. It boasts a range of original features including an ornate engine house, ornamental cooling pond and a boiler house complete with six Lancashire boilers, all set amidst formal landscaped grounds.

Please see our main website for full descriptions and photos www.papplewickpumpingstation.co.uk

Essential Information for Planning Your Visit:

- **Booking** – All Group Visits must be booked through the Learning and Access Manager. Once you have decided upon a visit it is recommended you **check date availability by telephone prior to sending in the signed 2 page booking form included within this pack**. If there is no reply please leave an answerphone message giving possible dates. We will phone you back at lunchtime or at the end of the school day.
- **Pre-Visit** – You are strongly recommended to make a pre-visit to appreciate the site's full potential, to discuss programme requirements in detail, to address all issues relating to health and safety and discuss any special requirements. **A pre-visit is essential if you have not previously visited us.**
- **Health and Safety** – Please ensure that all visiting teachers and responsible adults are familiar with our risk assessment documents prior to the visit.
- **Teachers and Support Staff /Volunteers**– All teachers and responsible adults are free of charge. A minimum ratio of 1 responsible adult per 8 pupils is required. (More will be required to support any children with special needs.) Please organise children into groups of 8 or less. **A completed visitor list will be required by Papplewick staff at the commencement of your visit.** Sessions are led by experienced Papplewick staff and volunteers, however, all teachers and responsible adults will be required to actively participate in programmes. **It is suggested that this 'Essential Information' is copied to all teachers, support staff and responsible adults involved in the visit prior to your visit date.**
- **Charges** – Our standard charge is £1.50 per pupil for a half day session or £3.00 for a full day. An invoice will be raised on receipt of the booking form. **Payment may be sent in advance or a cheque brought on the day of the visit payable to Papplewick Pumping Station Trust.**
- **Access** – We endeavour to provide access to all visitors, however, because we are a Scheduled Ancient Monument there are parts of the site that remain inaccessible to wheelchair users. **Please discuss any special needs details during the pre-visit.**
- **Child Protection** – Papplewick Pumping Station staff and volunteers dedicated to the Learning Department and working directly with educational groups have undergone CRB checks. There may be additional volunteers, Severn Trent employees, other essential workers or visitors on site. It is therefore important for Group Leaders and responsible adults to directly supervise pupils at all times – including during breaks and when using the toilet accommodation.



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- **Photography** – Please indicate on the **Visitor List** what, if any, level of parent/guardian permission has been given for photography for those attending. Particularly as a new educational service we are keen to promote our programme and feature visitors participating in activities and enjoying our site. **We would be delighted if photo permission could be sought for participants prior to the visit.** With Papplewick Photo Permission, for our display on site, possible use in promotional materials including possible use on our website, our policy is to avoid full face shots and to possibly identify the name of the group or school participating but never individuals. A separate box on the Visitor List can be used to indicate if Press Photo Permission is also given – usually requiring full face photography and full names - for use in local papers.
- **Flora and Fauna** – During all outside activities please reinforce the teaching of the importance of respecting the various habitats they will have the opportunity of exploring and the plants and animals that live there.
- **Clothing** – Please request parents ensure that children are equipped according to the session being undertaken. All sessions include some outside activities so adequate warm/waterproof clothing is essential. Sturdy footwear is necessary (dainty heels are unsuited to our cobbles and open cast iron stairways). Wellington boots may be more appropriate for environmental science activities or on very wet days. Victorian dress is recommended to add to the atmosphere for those groups participating in Victorian history sessions. There is a separate page with ideas and guidelines for those wishing to come in Victorian costume.
- **Lunch** – Please ensure everyone remembers to bring their own picnic lunch as the café is not presently operational during educational visits. During cold or inclement weather groups may picnic in the café seating area. However, it is expected that group leaders will take responsibility for ensuring that the facilities are left in a clean and tidy condition. There are also numerous picnic tables that can be used outside in finer weather. Responsible adults have access to a hot water urn in the café servery and may bring their own refreshments or may pay for coffee / tea they make for themselves using our supplies.
- **Wet Weather** – In wet weather, the outdoor element of any session could be shortened if you require and more time spent inside.
- **Illness** - In the event that the Learning and Access Manager is unable to lead your session, every effort will be made to provide an alternative leader. However, the content of the programme may be changed.
- **Bag Storage** – The small room on the ground floor of the Severn Trent Building may be used for bag storage.
- **Toilets / Washing Facilities** – The main toilet facilities, including disabled facilities, are located on the ground floor of the Severn Trent Building – more usually known as the Café Block. There is a further disabled/single user toilet facility at the Superintendent's House. There is also a single toilet facility within the woodland play area. Additional hand washing facilities are available in The Gallery of the Learning Loft. An emergency shower facility is also available if necessary.
- **Shop** – We have a small shop in the Superintendent's House carrying a limited range of items. Please discuss during the pre-visit if this facility or 'goody bags' containing items such as Papplewick Pumping Station branded stationery might be required.