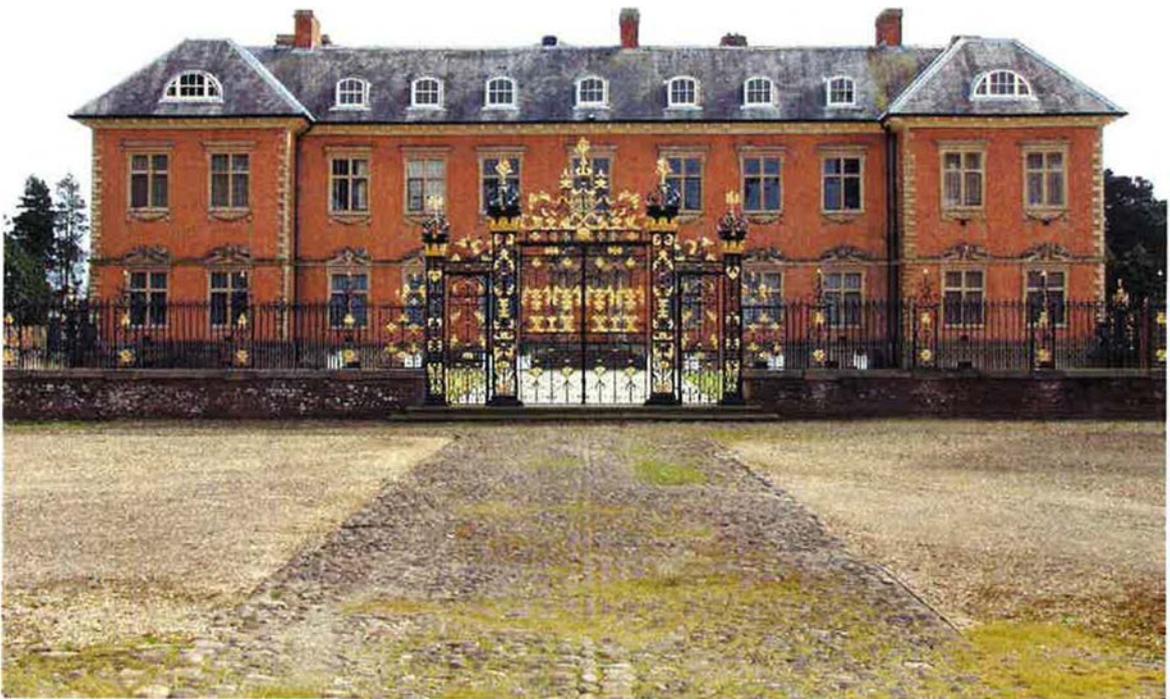




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National Trust

Tredegar House School Groups Booking Pack



2017/18 season

Introduction to Tredegar House & Park

Tredegar House is one of the architectural wonders of Wales and one of the most significant late seventeenth century houses in the whole of the British Isles. For over five hundred years it was the home to one of the greatest Welsh families, the Morgan's, later Lords Tredegar.

Whilst parts of the House date back to medieval times, most of what you see today was built between 1664 and 1672, when most of the House was completely rebuilt and an additional wing was designed as the principal facade.

The Morgan family owned over 40,000 acres in Monmouthshire, Breconshire and Glamorgan by the end of the 18th Century. Their lives impacted on the population of south east Wales socially, economically and politically and influenced the heritage of the area.



The basic mediaeval garden plan survives on two sides of the House in a series of walled gardens, originally laid out to complement and enhance the House. Altered and replanted between 1782 and 1801 with trees and shrubs introduced from America and this is essentially what survives today. An early eighteenth century Orangery Garden has been recreated from surviving documentary and archaeological evidence.

Booking a Visit

Thank you for your enquiry about visiting Tredegar House and Park. We hope that you'll find everything here that you need to plan an enjoyable visit. Read all the information and decide on all the details of your visit. Then, contact us to check availability for the date that you'd like to make your visit, complete the enclosed booking form and return it to us by email or post to confirm your booking. When we receive your booking form we'll send you a confirmation letter. Please note that visits must be pre-book two weeks in advance. We always welcome feedback on visits, therefore, after your visit we would be very grateful if you could complete and return the feedback form which is attached at the end of this information pack.

Altering or cancelling your booking

If you need to cancel a booking, or if there are any changes to the details of your booking, please let us know as soon as possible. In case of a delay in arrival, you can call our visitor reception team directly on the morning of your visit from 10 a.m. on 01633 811661.

Please return your school visit booking form and after your visit the feedback form: By email to: tredegar@nationaltrust.org.uk

By post to:

Property Administrator
The National Trust
Tredegar House and Park
Newport
Gwent
NPIO 8YW

Telephone: 01633 815880

Essential information for planning your day

How to Find Us

Tredegar House is just two miles west of Newport Town Centre and 12 miles from the centre of Cardiff; located two minutes from M4 Junction 28. On leaving the junction take the A48 road to Cardiff, following the brown heritage signs to Tredegar House.

Parking

There is a large car park close to the Visitor Reception Centre entrance. Parking for coaches and National Trust members is free of charge. It should be noted that Pay & Display Car Parking is in operation.

If you are a National Trust member, please ensure that your car parking sticker is visible in your windscreen.

Opening Times

The House and Gardens are open daily at 11 a.m. - 5 p.m. from 18 February – 5 November 2017.

Please note school group bookings are not accepted on Bank Holiday or weekends.

The Educational Group Membership Scheme

Membership is open to not for profit education groups, whose members, pupils or students are in full-time education.

Your whole school can join up for a year and have free visits to as many national Trust places as you wish for an unlimited number of times. As a registered Educational Group Member your school can access a wide variety of National Trust places across the country including Dyffryn Gardens locally so there is plenty of scope to have visits covering different subjects and parts of the curriculum for all ages.

If the school does not have National Trust Educational Group Membership the group rate admission cost per pupil **£3.60** and accompanying adults are admitted free.

The cost for taking out a membership depends on how many students attend your school in total, see below to find out how much your school's membership would be.

<u>Number on roll</u>	<u>Costs</u>	<u>Number on roll</u>	<u>Costs</u>
Up to 50 students	£43.25	201-500 students	£ 92.75
51-100 students	£72.25	over 500 students	£ 107.25
101-200 students	£87.50	Tertiary/Field Study	£137.00

Compared to admission tickets for one day's visit taking out membership will offer better value in most cases and you will have the opportunity to take more trips with all year groups and it also supports our charitable cause.

Membership paperwork can be completed on entry at Visitor Reception on the day of your visit, please bring a cheque (made payable to National Trust) for the correct amount and a school letterhead.

School with an Educational Group Membership - If your school has already taken out Educational Group Members please pre-book your visit 2 weeks in advance and group leaders are asked to present a valid Educational Group Membership card(c) when visiting to avoid normal admission fees being charged.

Access

We make every effort to try to ensure that all our visitors have an enjoyable and memorable visit to Tredegar House. Due to the nature and age of the building and age of the building, there may be areas that are inaccessible.

Car Parking

Dedicated blue badge parking is located in the car park near the entrance to the Visitor Centre Reception. Two wheelchairs are available for use by visitors. It is advisable to contact us in advance to reserve their use. The front of the House is located approx 780m from the Car Park. Visitors with mobility issues can take the quicker route from the car park to the back door of the house which is only approx 164m. For those Groups travelling by car, there is a car park charge of up to £5 per day.

Gift Shop and Brewhouse Cafe

The Gift Shop and Cafe are fully accessible.

Park and Gardens

Please be aware that although the Park is accessible, some areas are woodland with uneven terrain.

Assistance Dogs

All assistance dogs are welcome throughout the site including in the House.

Toilets

There are suitably adapted toilet facilities opposite the House, the Brewhouse Cafe and at the Park Cafe. These are all accessible with a Radar Key.

Tredegar House

The below stairs areas and ground floor areas of the House are fully accessible. Access to the first floor may be limited for some visitors with mobility difficulties, as it is accessed by several flights of stairs. Please be aware that due to fire safety constraints, we can only accommodate 3 wheelchairs in the house at any one time.

Lunchtime

We can make a room available for use during your visit for keeping school bags and for having lunch. Please indicate on the booking form if you would like to have use of the Education Room.

Group Size

We ask that all school parties split into groups of no more than 8 pupils and 1 adult during their visit. We ask that the overall group size does not exceed 30 children. As the site is open to other visitors, we can accommodate a maximum of 2 groups per day (60 children).

Available Activities

We are currently able to offer 3 self led activity packs for use on site. Each of the packs offers a different perspective on the house and children will be able to experience the house and gardens in an engaging way. Our suggested itineraries incorporate the use of all 3 packs, but schools can choose to use less if preferred. Please let us know which of the packs you require when booking your visit.

Meet the Morgan's - *The 17th Century areas and Bedrooms*

Within this workbook children will learn about William, Godfrey and Evan Morgan. Teachers will lead children around and provide them with information about each of these family members, before the children complete an activity on each family member. Children will also have the opportunity to see the games and dressing up in the New Parlour. This session will last approximately 45mins-1 hour.

Who Really Ran Tredegar House? - *Below Stairs*

The children will be learning about the staff who worked at Tredegar in the Victorian period. Children are asked to explore the Below Stairs area for different items used by the servants of the house and even have the chance to perfect their acting skills. This session will last approximately 45mins to 1 hour.

The Sensory Gardens - *Formal Gardens*

This workbook encourages children to use their senses within the formal Gardens. They will have the opportunity to enjoy the gardens the way that the Morgan family did for hundreds of years. There is an activity to engage each of the 5 senses. The activities will last approximately 1 - 1 1/2 hours.

You will be sent your required activity packs along with the appropriate teacher notes prior to your visit via e-mail. The school will be responsible for printing the chosen activity packs and providing pencils for children on the day. The provision of clipboards can be arranged prior to your visit.

School Visit Feedback Form

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We are always grateful for any feedback. We are working hard to make sure every group has the best visit possible and by sharing your thoughts you will be helping us improve our offer. Please can you complete a return the form after your visit by post to: National Trust, Tredegar House, Pencarn Way, Newport, NP10 8YW or by email to: tredegar@nationaltrust.org.uk

Your Name: Title First Name/ initial Last name

School name:

Address:

Email:

Telephone:

About your visit:

The Date of your visit:

What went well:

What could have been better :

What was the highlight of your visit?:

Were the Team at Tredegar House & Park helpful and friendly?:

Would you be like to return or recommend us to others?:

Any other comments :



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National Trust**

Dear Sir/Madam

Proposed visit to Tredegar House of _____ on _____

I hope your visit will be enjoyable for you and your group. However I am required to draw your attention to the following points. While we try to achieve best practice within our legal obligations and available resources, we are not in a position to be able to control the conduct and activities of pre-arranged, self-administered groups such as your own, where carers from outside the Trust will be directly responsible for accompanying, guiding and supervising young people. Therefore, I need to make it clear that aside from general duties to our visitors, ultimate responsibility for the conduct, safety and welfare of the young people in your group will remain with you and your fellow carers while you are at Tredegar House.

The National Trust requires self-administered groups to have public liability insurance in force for such visits. The minimum indemnity limit acceptable to the Trust is £5,000,000. Please would you have the enclosed 'Evidence of Insurance' form completed and returned to us before the day of your visit. If you are covered by your local authority insurance please simply sign and return this letter before the day of your visit.

Finally, The National Trust insurance requires that your group fully and effectively indemnify itself "from and against actions, claims, proceedings, costs, expenses and demands that may be brought or made against it arising from or relating to your visit to our property."

Please sign and return this letter in acknowledgement of the above points.

Yours faithfully,

Jane Crescenzi
Property Administrator

The content of this letter is acknowledged and agreed on: (Date).....

Name:.....

For and on behalf of: (group).....

Tredegar House / Ty Tredegar
Newport / Casnewydd
South Wales / De Cymru
NP10 8YW
F66n / Tel: 01633 815880
www.nationaltrust.org.uk

Llywydd / President:
EFB Tywysog Cymru / HRH The Prince of Wales
Cadeirydd Cymru / Wales Chairman:
Sir Roger Jones OBE
Cyfarwyddwr Cymru / Director for Wales:
Justin Albert

Swyddfa gofrestredig / Registered office:
Heelis, Kemble Drive, Swindon, Wiltshire SN2 2NA
Rhif elusen gofrestredig / Registered charity number 205846





EDUCATION GROUP EVIDENCE OF PUBLIC LIABILITY INSURANCE FORM

Please pass this questionnaire to your insurance broker/agent or insurance company for completion.

1. Name of group:

2. Type of activity:

	Name of insurer	Policy number	Indemnity limit	Expiry date	Indemnity to principals
Details of public liability insurance			*		YES/NO

• Minimum £5,000,000

3. Are there any special terms or conditions applying to the above policy (e.g. excess etc)?
..... YES/NO

If YES please give details:

4. Information supplied by:

NAME (BLOCK CAPITALS):

Signature:

Organisation:

5. PLEASE RETURN TO: Property Administrator
Tredegar House
Pencarn Way
Newport
NP10 8YW

Or return via email: tredegar@nationaltrust.org.uk

