

## **Planning a visit to The Thomas Robinson Building (Formerly known as Lye and Wollescote Cemetery Chapels)**

If you wish to book a self-led visit to Lye and Wollescote Cemetery and The Thomas Robinson Building to undertake an activity, please contact: **The Registrars Office on 01384 818349** to inform them of your proposed visit.

Access to The Thomas Robinson Building is available on Mondays but only with prior agreement from Dudley MBC Registration Services. Please call: **The Registrars Office on 01384 818349** to arrange your visit and a brief talk from the Registrar. There is currently no charge for any of these services.

### **Booking Information**

When booking your visit we will need to know:

- Name, address and telephone number of your school
- Name of teacher in charge
- Age and number of children
- Number of supporting adults
- Preferred date of visit

Please inform us of any changes to your group or plans at your earliest convenience.

### **Parking**

Parking is extremely limited on site. If you require a parking space for a Minibus or car please discuss this on booking. There is no onsite parking for Coaches.

### **Access**

Lye and Wollescote Cemetery and The Thomas Robinson Building have uneven surfaces and paths. It may not be possible to make every area of the site accessible to all. Please inform us of any specific access requirements/queries on booking.

### **Facilities**

There are no lunch facilities available on site. Toilets are available inside the building. Please request access to these on booking your visit.

### **Weather**

As most if not all of your visit will be undertaken outside, please ensure your pupils are dressed for the weather (scarves, gloves, raincoats etc) and are wearing appropriate footwear.

### **First Aid**

Please arrange your own First Aid cover and ensure that you have all appropriate equipment for the pupils you will be leading with you.

### **Risk Assessments**

A generic risk assessment for activities onsite is available in this section of the site. It is recommended that you undertake your own preparatory visit and risk assessment prior to bringing your pupils on site. Please make all adults and children aware of our **Code of Conduct**, also available in this section of the website.

We hope you enjoy your visit to Lye and Wollescote Cemetery and The Thomas Robinson Building